

# **CONSTRUCTION SYSTEMS USER'S GUIDE**

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## **CHAPTER 1 - DEFINITIONS**

The following definitions are provided to assist the user in gaining knowledge of the Construction Management Systems that are described within this document.

CARS	Construction Automated Reporting System is a collection of program procedures that was developed and is currently maintained by the System Section of the State Construction Office. It runs under the TSO sessions on the Department's mainframe computer. It provides menu options for the many programs that is used by construction personnel statewide.
TSO	Time Sharing Option is one of the department's mainframe options and allows users to run programs under CARS. To use TSO you must have a valid department mainframe userid. See your District Information Systems Manager or Central Office Security Administrator who can grant you access to TSO.
IMS	Information Management System is one of the department's mainframe options and allows users to view information contained within the databases that are managed by the department's Office of Information Systems. See your District Information Systems Manager or Central Office Security Administrator who can grant you access to IMS.
CICS	CICS is one of the Department's mainframe options and allows users to access the Department's Officevision products that include Personal Services and Calendar. Personal Services allows users to send and resend e-mail through the Department's mainframe computer and Calendar allows users to manage individual or group calendars, reserve resources and schedule meetings. See your District Information Systems Manager or Central Office Security Administrator who can grant you access to IMS.
Work Order	Work Order is used within this document in the generic sense to refer to issues and/or reasons for a given contract change. Multiple work orders may exist on any given supplemental agreement or time extension. Each work order will contain the contract change reason code, dollar amount of change, days granted for change, responsible party, dollar amount of any premium cost and whether its for a claim settlement or to extend project limits. Work Orders for "contingency SAs" refer to the actual issuance of a work order to the contractor to do work specified under the "contingency SA" and just like the generic work order will contain the same information as described for them.

Contract Change	A contract change is defined within this document to be any change to the original contract amount or changes to the original number of days granted for the contract. Contract changes can be by Supplemental Agreement, Time Extension, Granting of Weather Days and Time Suspension.
Financial Project ID	Financial Project ID is the Departments work program identifier for a specific project within a contract.

## CHAPTER 2 - Construction Automated Reporting System (CARS)

### Section 2-1 Main Menu and Program Descriptions

To use any of the systems on the DOT's mainframe one must have a user account. Each account has a user-Id and password. If you don't have an account, contact your District Information Systems Manager (DISM) or your TSO Security Administrator and ask to have one assigned to you. See <http://infonet.dot.state.fl.us/tlsecurity/list.htm>. (DOT network only)

Each user-id has certain security privileges assigned to it. This usually not something your DISM has control of. You will have to call or email the office and individuals responsible for the menu item you want to use. If you change jobs within the department and are given a new user id., these privileges do not transfer. You will have to request authority again for the new password. Please call the contact persons named at the end of this document to get authorization.

With your TSO User-Id, log on to TSO. Again, if you are unfamiliar with this contact your DISM. Once inside TSO the following screen will be displayed:

#### Master Application Menu

```
----- MASTER APPLICATION MENU -----
1  ISPF/PDF      - ISPF/Program Development Facility
2  RACF          - Resource Access Control Facility
3  ICF           - Information Center Facility
4  FOCUS         - FOCUS
5  ENG           - Use Engineering Programs and Services
6  IM            - Information Management Systems
G  GISLP         - GIS Language Processor
S  SAS           - SAS Display Manager
11 APPLICATIONS - DOT Application Systems

X  EXIT          - Terminate ISPF using list/log defaults

Enter END or press PF3 to terminate ISPF (go to TSO READY prompt).

Enter HELP or press PF1 to obtain information about the available options.
To view PF key definitions, type KEYS on COMMAND or OPTION line of any panel.

OPTION ==> 11
F1=HELP    F2=SPLIT  F3=END    F4=RETURN  F5=RFIND   F6=RCHANGE
F7=UP      F8=DOWN   F9=SWAP   F10=LEFT   F11=RIGHT  F12=CURSOR
```

User Response:      Tab down to OPTION ==> and type 11 for Applications and press [enter].

The following screen will be displayed:

**DOT Application Selection Menu**

```
----- DOT APPLICATION SELECTION MENU -----

1  FSUTMS  - Florida Standard Urban Transportation Model Structure
3  ENG      - Engineering programs
4  AGG      - Aggregate System
5  MAINT    - Maintenance Operations
6  WEIGHTS  - Weights Management
7  IM       - Information Management Systems
8  EST      - Estimates Systems
9  PSI      - Professional Services Information System
10 VPM      - Vehicle Permit System
11 CARS     - Construction Automated Reporting System
12 FACUTIL  - Construction Materials Facility Database
X  EXIT     - Exit Application Systems

SELECTION ==> 11
F1=HELP      F2=SPLIT      F3=END      F4=RETURN      F5=RFIND      F6=RCHANGE
```

User Response: Tab down to SELECTION ==> and type 11 for CARS and press [enter].

Afterward, a screen will display with broadcast messages like the one below.

```
=====
C ONSTRUCTION                                     DATE: 02/23/99
- A UTOMATED                                     =====
- R EPORTING                                    =BROADCAST MESSAGES=
- S YSTEM                                       =====
-

SUBJECT: NEW SA TRACKING SYSTEM

*****
  IMPORTANT!!!!    IMPORTANT!!!!    IMPORTANT!!!!    IMPORTANT!!!!
*****
SUPPLEMENTAL AGREEMENT PROGRAMS ARE CURRENTLY BEING REWRITTEN TO
ACCOMMODATE SYSTEM CHANGES.  ONE PROGRAM HAS BEEN COMPLETED AND CAN BE
ACCESSED BY CHOOSING OPTION 10 (CONTRACT CHANGE TRACKING SYSTEM) AND
THEN OPTION 4 (SUPPLEMENTAL AGREEMENT PROGRAMS).  WE ARE TRYING TO
INCORPORATE SUGGESTIONS THAT HAVE BEEN SENT IN.  IF YOU HAVE ANY
QUESTIONS OR COMMENTS PLEASE SEND AN E-MAIL TO CN982KL OR CN982QT.
*****
IF YOU HAVE ANY QUESTIONS CALL KATHY LOVETT AT SC 994-4139 OR QUINTON
TILLMAN AT SC 994-4156.
=====
```

(these are always interesting and timely). Just press [enter] to continue on. Also, if you see three asterisk \*\*\*, press enter to continue.

Eventually, the following screen will be displayed:

```

USER: CN982QT                                DATE: 02/23/99
LAST OPTION EXECUTED:                        TIME: 9:10 PM

                                     C A R S   M A I N   M E N U

1 - CONTRACTOR PAST PERFORMANCE             2 - CONTRACT CLAIMS TRACKING
4 - DELINQUENT CONTRACTS                   6 - INVOKE CRS MASTER MENU
8 - CONTRACT FAINS TRACKING                9 - PRODUCE CONTRACT CONDITION
REPORTS 10 - CONTRACT CHANGE TRACKING      11 - QUALIFIED PRODUCTS LIST
12 - CONTRACTOR SUSPENSION                 13 - CARS DCP MENU
14 - TRAINING REPORTS/TRACKING             16 - CONTRACTOR NON-COMPLIANCE
17 - CONTRACTOR DEBARMENT                  X - EXIT CARS

ENTER OPTION NUMBER ==>

```

Congratulations! You are now at the Construction Automated Reports (CARS) menu. If you have difficulty with this system, and you will, call the number listed below. Please note the menu item you are having problems with.

Program	Program Description
1. Contractor Past Performance	Contractor Performance grading and evaluation for a contractor for a specific contract.
2. Contract Claims Tracking	Information related to Construction Claims submitted by contractor. Information is entered by contract and claim date.
4. Delinquent Contracts	Information related to contracts that are delinquent.
6. Invoke CRS Master Menu	Not included in this handbook
8. Contract FAINS Tracking	Information related to Federal Aid Ineligibility notices received by the Department for specific work on contracts.
9. Produce Contract Condition Rpt	Not included in this handbook
10. Contract Change Tracking	Information related to any contract change approved by the



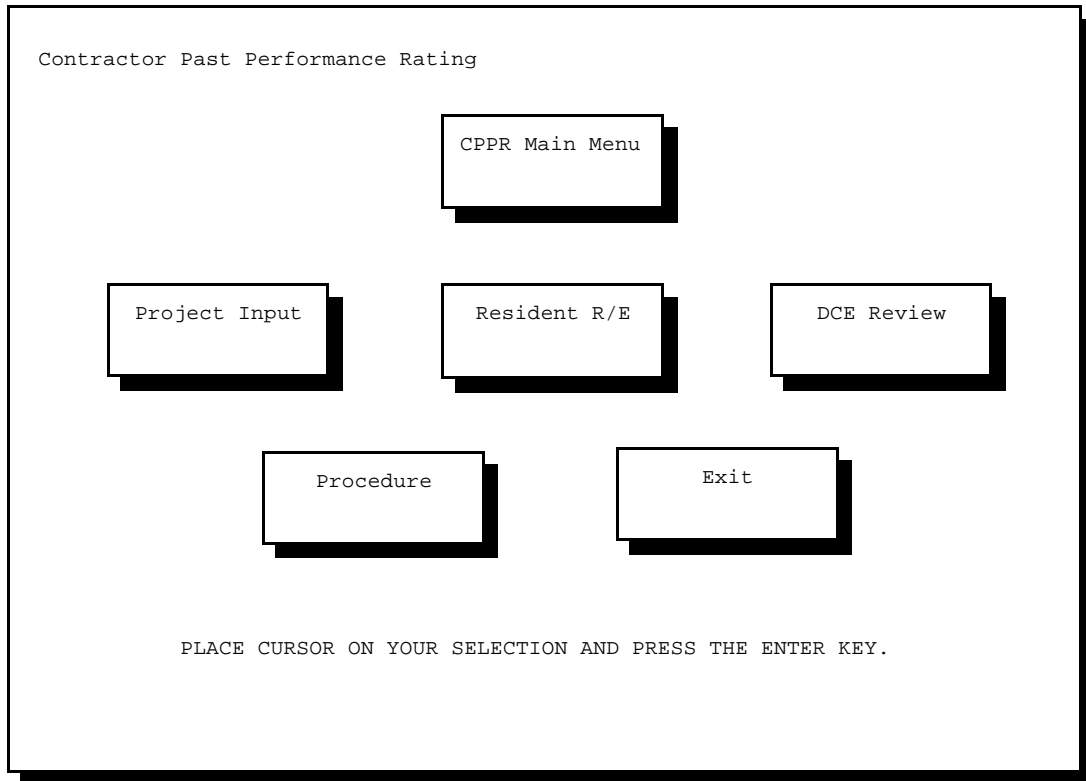
11. Qualified Products List	Department. Contract changes are Supplemental Agreements, Time Extensions, Weather Days and Time. Information related to all products that have been accepted for use on FDOT projects either by certification or independent testing.
12. Contractor Suspension	Information to identify contractors that have been suspended from the bidding process by the Department for cause.
13. CARS DCP Menu	Not included in this handbook
14. Training Reports/Tracking	Information related to individuals that have completed specific required training courses and current status of certification.
16. Contractor Non-Compliance	Information related to contractors non compliance with wage rates requirments for a specific contract.
17. Contractor Debarment	Information related to contractors that have been Debarred from bidding for cause.
X. Exit CARS	Allows uses to exit the CARS menu.

## Chapter 2

### Section 2-2 Contractor Past Performance Rating System

#### CARS Menu Option 1

*The Contractor Past Performance Rating system (CPPR) is an automated system on the Department's mainframe computer for the objective analysis of a contractor's performance on Department contracts in excess of \$250,000. The CPPR system asks users 46 questions about the contractor's performance. The individual question called items by the procedure, are answered by the Project Personnel and advanced to the Resident Engineer for his/her review. District Construction Engineers have the ability to view contract ratings. Individual items are rated by the Department using previously established objective standards. After the items are finalized, the score is computed by the system and recorded*



## APPLICATION

The Construction Project Administration Manual (CPAM, 1995ed, Ch. 7, Sec. 1) is the governing document for establishing the contractors demonstrated performance and the use of the CPPR system. Essentially all contractors whose ongoing contracts have a final acceptance date after September 2, 1995, and where the original bid amount is greater than \$250,000 are required to be rated using this system.

## ACCESS

CPPR is accessible using a Time Sharing Option (TSO) session, from the Construction Automated Reporting System (CARS) menu. The CPPR system has three levels of access, data input, report view, update;

- Data Input** This level is given to everyone who accesses the system. This level is intended for use by project personnel who will input the bulk of the information into the system. It will allow them into the PROJECT INPUT section of the system (*see figure 4*). With this level of access one can print an interim report, preliminary report, a copy of the procedure, and a field performance rating criteria (*blank form*).
- Report View** This level is intended for use by District Construction Engineers. It will allow them into the DCE REVIEW section of the system. (*see figure 4*) With this DCE's will be able to view specific contract ratings and view progress among resident offices.
- Update** This level is intended for Department personnel who are responsible for meeting with the contractor and assigning the final ratings. Primarily, this will be Department Resident Engineers but with some districts this may include consultant personnel. This level will allow access to the RESIDENT R/E (Resident Review and Edit) section of the system. (*see figure 4*). With this level of access one has control over the work flow of the contract rating document. The user can advance the rating from *PRELIMINARY* to *INITIAL*, print the initial rating forms, advance the rating from *INITIAL* to *FINAL*, and print the final score.

## RATING DOCUMENT FLOW

The document flow for a contract rating is processed in three phases, *PRELIMINARY*, *INITIAL*, and *FINAL*. A detailed description of the process can be found in the previously referenced procedure ( CPAM, 1995ed, Ch. 7, Sec. 1 ). Also, a flow chart can be found as attachment 2 of the procedure.

Log on to TSO and CARS as described in the beginning of Chapter 2. Select option 1. If you see something that looks like ( *figure 4 below* ), then congratulations you have reached the CPPR main menu. CPPR has an icon driven menu. The desired icon can be selected by moving the cursor to the icon using the [tab] key and pressing [enter]. Likewise, holding down the [shift] key and pressing [tab] will move the cursor backward. Some sections of CPPR have pull-down menus. With the pull-down menus, use the [tab] and [shift]+[tab] to move left and right, and the arrow keys to move up and down. Once inside CPPR, pay close attention to the message boxes that some screens have at the bottom. They contain instructions as to the contract you are currently rating, and how to proceed. Before you become totally emersed in rating your current contracts, be sure you know the current key mapping for your workstation. If you are not using a mainframe keyboard, you may have to use a combination of key strokes to press the equivalent key. Also, know the printer ID of the mainframe printer nearest you. Happy computing ( .

## THE PRECONSTRUCTION CONFERENCE

The procedure ( **CPAM**, Ch. 7, Sec. 1, procedure, Part B) requires that a the contractor be given a copy of the Field Performance Rating Criteria (a fancy name for a blank form). Move to the PROJECT INPUT icon (*see figure 4 above*) on the main menu and press [enter]. The next screen will be the PROJECT PRINT MENU. On that menu move to an icon labled FPR CRITERIA and press [enter]. The next screen is a standard print screen. Press [tab] once to move to the Remote Printer ID field. Type the remote printer ID press [PF3] to print. To learn more about using the standard print screen, see the **ROUTING PRINTOUT...** section.

## PROJECT INPUT

Preliminary input can begin shortly after a contract is let. The contract and project information is extracted from the Construction Reporting System (CRS) and the District Contract Prototype (DCP) on a monthly basis. If a project is ongoing, you should be able to rate the contractor using the CPPR system. As stated in a previous section, all users have access to the PROJECT INPUT section.

To rate a contractor, move to the PROJECT INPUT icon and press [enter]. When the project input screen opens, the cursor is on the INPUT RATING icon ( *see figure 5* ). Press [enter] again. If a contract is not currently selected, a selection list will pop up (*see figure 6 below*).



Figure 5

Otherwise, the system will go directly into the rating form. The list contains most ongoing contracts in the state and may contain over 1000 contracts. Paging up or down will take some time. The best way to find your contract is to press [PF12]. This will move your cursor to the COMMAND => line. Type *find* ????? and press [enter] where ????? is the 5 digit state contract number. If yours is a district let contract the contract number will begin with a capital letter 'E'. This should bring the contract number in view. Press [enter] again and the contract information will be displayed. If the information is correct and this is the desired contract press [PF3] to continue or [PF4] to cancel.

The next screen will have three options Section I, Section II, and Previous menu. Start with section I by pressing [enter]. Section I has 4 Topics A, B, C & D. With your cursor on A press [enter]. This will bring up a screen like *figure 7*. Take note of the box at the bottom of the screen. It will tell you the current contract number, lead project number, and the contractor whom you are rating. There are two types of answers in the CPPR system. Some Topics are answered Yes or No, and some are given objective ratings. At this point your screen should look something like *figure 7*. There are two blank spaces under each item. One says **Answer**\_\_\_\_\_ and the other is at the right-hand side of the screen under a heading of **RATING VALUES**. The cursor should be in the blank beside **Answer**. Type a question mark "?" and press [enter]. A dialog box will drop down with valid responses in that Topic. Use the down arrow key to move to the desired response and press [enter]. The selected response is written to the answer field, a corresponding rating value in the blank to the right, and the cursor moves to the next item. It is

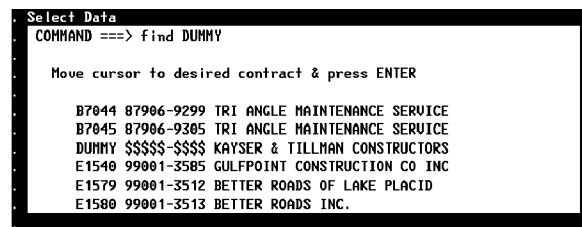


Figure 6

EXTRA! A - Terminal

File Edit Transfer Options Connection Macro Window Help

Project Records & Contract Documentation.....

\*\*\* BEGINNING OF FORM \*\*\*

RATING VALUES

1. Submitted subcontract requests in a timely manner  
(Reasonably prior to the subcontractor being needed  
on the job).  
Answer: \_\_\_\_\_

2. Rental agreeeme  
deployment of  
Answer: \_\_\_\_\_

3. Certification  
are delivered  
Answer: \_\_\_\_\_

4. Invoices and d  
used.  
Answer: \_\_\_\_\_

Rating response help  
COMMAND ==>

MAKE ONE SELECTION.

Always	100% of the time
Usually	80-99% of the time
Generally	60-79% of the time
Intermittantly	40-59% of the time
Seldom	1-39% of the time
Never	0% of the time

..YOU ARE CURRENTLY RATING --.....

. Contract: DUMMY Project: \$\$\$\$-\$\$\$\$ KAYSER & TILLMAN CONSTRUCTORS ..

. Please answer all questions before using PF keys ..

. PF3-Save & continue PF4-Cancel & Return PF7-Page Up PF8-Page Down ..

..

Ab A Terminal R 10 C 27 11:10 11/14/95

Figure 7

not necessary to type a question mark. The program will accept the full text or an abbreviation of a valid response. Never type a number such as the rating value, the program will not accept it. The rating values are input for you based on your answer. For example, in Section I, Topic A type “Y” in the answer field and press [enter]. The program will accept it as YES and put a 5 as a rating value. Likewise, in a Rated Topic, type the first two letters of a valid response and the program will accept it. Type “AL”, press [enter], and the program will accept it as “ALWAYS” and put a 10 as a rating value.

Section I, Topics A & B, and Section II, Topic H require a yes/no answer. All others require the objective ratings. If you are ever in doubt, just type a question mark “?” in the **Answer** blank and press [enter]. The lists below shows valid responses to the **Answer** field and abbreviations:

<u>YES/NO</u>		<u>RATINGS</u>		
y	yes	al	always	% 100 of the time
n	no	us	usually	%80 to %99 of the time
na	not applicable	ge	generally	%60 to %79 of the time
		in	intermitantly	%40 to %59 of the time
		se	seldom	% 1 to %39 of the time
		ne	never	total non-compliance.
		na	not applicable	

If you select “not applicable” as an answer, a negative one (-1) will show as the rating value. Do not be alarmed, this is only a flag to the computer NOT to include that item in the calculation of the final score. It does not count against the contractor or reduce his/her score by any amount.

Continue to answer each item. If you make an error and have already pressed [enter] to go to the next item, wait until you reach the bottom of the form to correct it. In some Topics the form is longer than the computer screen. When you reach the bottom of the screen the form will scroll to the next item each time you press [enter]. When the bottom of the form is reached, the [PF7] and [PF8] keys may be used to page upward and downward respectively. To correct an error erase the contents of the **Answer** field, type a new response, and press [enter].

Once all the answers are satisfactory, press [PF3] to save your work. A box will open as shown in *figure 8*. It shows your user ID and a date:time stamp. Your user ID and the date & time have been recorded in the database as being the last one to make changes to this contract. This is your reassurance that your work has been saved. Press [PF3] again to close the box. If, when you finished the form, you had wanted to cancel and not save anything, pressing [PF4] will cancel and return you to a previous menu.

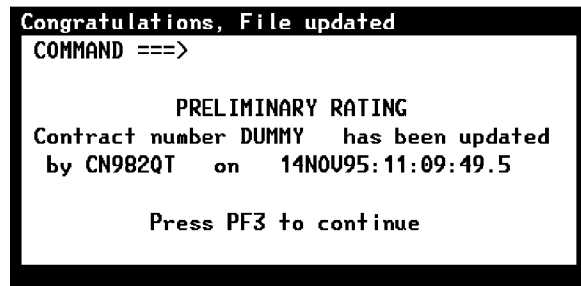


Figure 8

Continue through each topic as described above. If you wish to change any of the ratings that you have previously input, reopen that Topic. You will notice that the previous responses are still there. Use the [tab] key or the [PF7] and [PF8] keys to move to the item you want to change. Clear the **Answer** field and type the new response. After all the topics have been completed, the contract rating is ready to be Advanced by the Resident Engineer.



Figure 9

## PRINTING A FIELD PERFORMANCE RATING

The procedure ( **CPAM** 1995ed., Ch. 7, Sec. 1, procedure, Part D ) requires that a Preliminary Field Performance Rating be printed and given to the Resident Engineer for review upon final acceptance of the contract work by the resident. Also, if the contract exceeds ten million dollars (\$10,000,000) or exceeds two (2) years contract duration, (Part E) of the above referenced procedure requires an Interim Field Performance Rating at the fiscal midpoint of the contract. Either of these can be printed from the Project Input Menu (*see figure 5*). Using the [tab] key, move to the **Print Menu** icon and press [enter]. The next screen should look like *figure 9* . When you move the cursor to desired icon and press [enter] a selection list will appear. If you selected the **Interim Field** icon the selection list will show only those contracts that meet the criteria requiring an interim rating. Likewise, if you select **Prelim. Field** icon all preliminary contracts will show in the selection list. The list works the same as the one for Project Input (*see figure 6*). Once the contract is selected refer to the **ROUTING PRINTOUT ...** section to use the Printer menu.





Figure 10

## ADVANCEMENT OF A PRELIMINARY CONTRACT

All contract advancements are done by the Resident Engineers. Before you advance a contract it is to your benefit to make sure that the project personnel have responded to all of the items in each topic. From the CPPR Main Menu move to the **Resident R/E** (Review & Edit) icon and press [enter] (*See figure 4*). An access level of *Update* is required to access this icon. If you have the necessary access your screen should look like *figure 10*. Otherwise, a message box will appear telling you that you do not have sufficient access. If you are a Resident Engineer or function in the same capacity as a Resident Engineer and you get an insufficient access message, contact the State Construction Office at the number found in the front of this booklet.

From the **Resident R/E Menu**, move to the **Advance Cont.** icon and press [enter]. A selection box will appear. It should look like *figure 11*. It works the same as the project selection box. One difference you may notice is that the status of the contract is shown in the second column. This list will show all Preliminary and Initial contracts in your district. Use the [PF8] and [PF7] keys to page through the list. Use the arrow keys to place the cursor on the desired

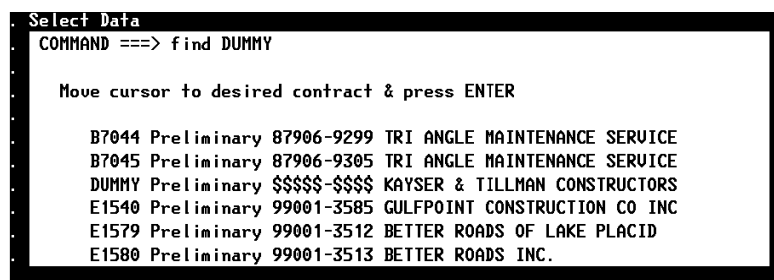


Figure 6

contract and press [enter]. Or, if you prefer, use the *find* command to select your contract. Press [PF12] to put the cursor at the command line. Type *find* [space], the five digit state contract number, and press [enter]. Press [enter] again and the contract information will be displayed. If the information is correct and this is the desired contract press [PF3] to continue or [PF4] to cancel.

As mentioned previously, your project personnel need to respond to each item. As you advance this contract rating to Initial, you are identified as the owner of the contract. From this point on, only the owner will have the ability to input or edit items. If there are items that have not been responded to, a warning screen will appear like the one in *figure 12*. Press [PF3] to close the box. Only the owner will have the ability to print a final field report, or a final score. If there are unanswered items you can still advance the contract rating, but you will have to fill in the blanks where your project personnel left off.

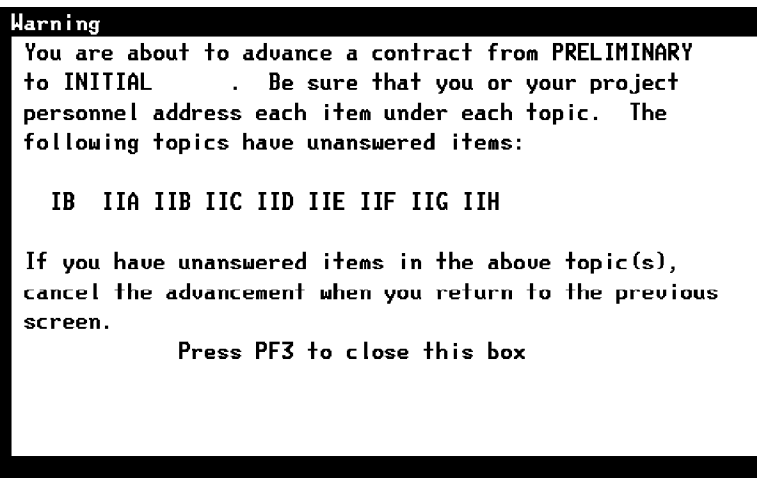


Figure 12

If all goes well the advancement menu will appear as shown in *figure 13*. Press [PF3] and the contract rating will be advanced to initial, [PF4] and the contract remains as a preliminary. After the contract rating has been advanced it is a good idea to view your contract rating. To view the contents see the **ROUTING PRINTOUT...** section.

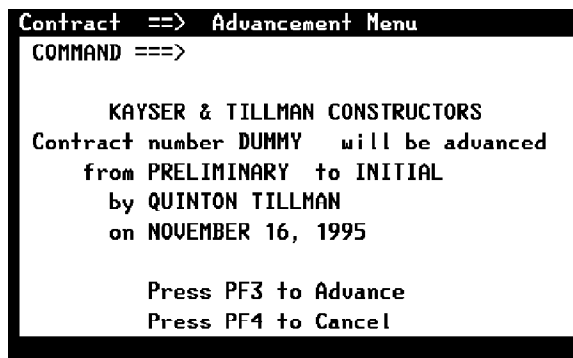


Figure 13

## EDIT AN INITIAL CONTRACT

All changes to an initial contract must be done by the Resident Engineer. Once a Resident Engineer advances a contract to Initial, only that Resident may edit responses to items on the rating form. Project personnel no longer have access to it. From the CPPR Main Menu move to

the **Resident R/E** (Review & Edit) icon and press [enter] (*See figure 4*). An access level of *Update* is required to access this icon. If you have the necessary access your screen should look like *figure 10*. Otherwise, a message box will appear telling you that you do not have sufficient access. If you are a Resident Engineer or function in the same capacity as a Resident Engineer and you get an insufficient access message, contact the State Construction Office at the number found in the front of this booklet.

The edit for an initial contract works the same as for a preliminary. Refer to the **Project Input** section on page 5.

## PRINTING AN INITIAL FIELD PERFORMANCE RATING

The procedure ( **CPAM** 1995ed., Ch. 7, Sec. 1, procedure, Part E ) requires that an Initial Field Performance Rating be printed and given to the Resident Engineer for review upon final acceptance of the contract work by the resident. Using the [tab] key, move to the **Print Menu** icon and press [enter]. Next, move the cursor to **Initial Field** icon and press [enter]. A selection list will appear. The selection list will show only those contracts that you have advanced to Initial. Move to the desired contract and press [enter]. Then press [PF3]. Once the contract is selected refer to the **ROUTING PRINTOUT ...** section to use the Printer menu.

## ADVANCEMENT OF AN INITIAL CONTRACT

The process of advancement from an initial rating to a final rating is identical to that for advancement from preliminary rating to initial with a few exceptions. Refer to the **Advancement of a Preliminary Contract** section beginning on page 9. One of the biggest exceptions is that once you advance to final you no longer have the ability to change the rating. When you advance to a final rating the final score is calculated. You will be able to view and print, but the final score is unchangeable. Before the rating is advanced to final all items must be answered. There can be no blanks. If there are, a score will not be calculated and the rating will not be advanced.

## PRINTING A FINAL FIELD PERFORMANCE RATING

The procedure ( **CPAM** 1995ed., Ch. 7, Sec. 1, procedure, Part F ) requires that a Final Field Performance Rating be printed no later than 45 calendar days from the final acceptance of the contract work by the resident. Using the [tab] key, move to the **Print Menu** icon and press [enter]. Next, move the cursor to **Final Field** icon and press [enter]. A selection list will appear. The selection list will show only those contracts that you have advanced to Final status. Move to the desired contract and press [enter]. Then press [PF3]. Once the contract is selected refer to the **ROUTING PRINTOUT ...** section to use the Printer menu.

## PRINTING A FINAL SCORE

The procedure ( **CPAM** 1995ed., Ch. 7, Sec. 1, procedure, Part G ) requires that a Final Score be printed and forwarded to the contractor no later than seven calendar days after the Final Field Performance Rating. Using the [tab] key, move to the **Print Menu** icon and press [enter]. Next, move the cursor to **Final Score** icon and press [enter]. A selection list will appear. The selection list will show only those contracts that you have advanced to Final. Move to the desired contract and press [enter]. Then press [PF3]. Once the contract is selected refer to the **ROUTING PRINTOUT ...** section to use the Printer menu.

### ROUTING PRINTOUT

...

Through out the CPPR system there are many print icons. After selecting the contract and type of rating you want to print, a screen like *figure 15* will appear. When it opens the cursor is on the **View Report** icon. If you want to view the output just press [enter]. Before you do, take note of the function key definitions just above the icon. You will need to know how to move around once you are in the viewer. Press [PF3] to end the viewer. To print the output press [tab] once to move to the **Remote==>** field. Enter the

remote printer address. Example: RMT?????. If you do not know the remote id, you can input the full lterm for that printer. Example: LTCN?????. Press [tab] again and input the number of copies you desire ( the default is 1 ). To route the output to you printer press [PF3], otherwise press [PF4] to cancel and return to the previous menu.

```
Printer Destination

@ To VIEW output, place the CURSOR on the ICON below and
press enter. While in view mode, use the following key
definitions;
PF3-End PF7-Up PF8-Down PF10-Left PF11-Right

( VIEW REPORT )

@ To Print, enter your ISO printer destination or type ?
and press enter for a selection list. Next, enter the
number of copies desired.

Remote==> RMT912          Copies==> 1

PF3-Print end return to previous menu PF4-Cancel print
```

Figure 10

## Chapter 2

### Section 2-3 Claims Tracking System

#### CARS Menu Option 2

```
MENU1
COMMAND ===>

          CLAIMS TRACKING MAIN MENU

        CHOOSE ONE OF THE FOLLOWING:

1 - EDIT CLAIMS TRACKING FILE
2 - PRINT CLAIMS TRACKING REPORT FOR A
   SELECTED FINPROJ
3 - PRINT CLAIMS TRACKING REPORT FOR A
   SELECTED DISTRICT & SUMMARIZED REPORT
4 - PRINT CLAIMS TRACKING REPORT FOR THE
   ENTIRE STATE & SUMMARIZED REPORT
5 - VIEW CLAIMS HISTORY BY FINPROJ
6 - PRINT STATE SUMMARY REPORT
7 - PRINT DISTRICT SUMMARY REPORT
8 - PRINT FREQUENCY AND PIE CHARTS
9 - PRINT REPORT BY SELECTED DATE

X - EXIT CLAIMS TRACKING SYSTEM

ENTER SELECTION HERE ===>
```

#### CARS Menu Option 2 - Submenu Option 1

Anyone desiring to use the Contract Claims Tracking System must have a TSO User-id. If you don't have one, contact your District Information System Manager or your Central Office Security

```
-FSEDIT MYLIB.CLAIM2-----OBS 1  SCREEN 1
COMMAND ===>

          CONTRACT CLAIMS TRACKING ENTRY SCREEN

DISTRICT: 02  FIN. PROJ. NO.: 20758415201  LETTING DATE: _____ (YYMMDD)

      JOB NUMBER: 26060-3533          FEDERAL AID JOB: NO  (YES/NO)

      CLAIM CODE(S): 02  __  __          STATUS CODE: 10

      AMOUNT CLAIMED:          $6,221.55          CLAIM DATE: 07/22/85 (YYMMDD)

      SETTLEMENT AMOUNT:          $5,000.00  SETTLEMENT DATE: 02/07/86 (YYMMD)

      REVISED:  _  NEWCLAIM:  _  STATUS: I  (A=ACTIVE  I=INACTIVE)

      CONTRACTOR NAME: ODOM TANK COMPANY
      DESCRIPTION: PILE JACKET LENGTHS IN FIELD DIFFERED
                   FROM PLANS. NOTE ON PLANS STATED FOR
                   CONTRACTOR TO VERIFY JACKET LENGTHS.
                   =====>  MINI -CONTRACT  <=====

PF5=REPEAT FIND COMMAND          PF9=ADD RECORD
PF1=HELP  PF3=END EDIT  PF6=DUP RECORD  PF7=PREVIOUS RECORD  PF8=NEXT RECORD
```

Administrator and have one assigned for you. Once a TSO User-id is obtained, logon to TSO. Upon receiving a READY prompt, type in CARS and press the Enter key. The system will respond with a welcome screen, press Enter and the Main Menu will appear.

Select option number 2 (Contract Claims Tracking) and press the Enter key. This will bring up the Contract Claims Tracking Main Menu.

To add or update the Claims Tracking Database, select option A and press the Enter Key. The system will ask you to enter your password (please contact the Office of Construction, System Section at Suncom 994-4150 to get your password). Once you enter your password, you will gain entry into the Claims Tracking Database under edit mode.

In order to edit the Claims Database there are certain commands and PF key functions that you must know. Listed below are the most widely used commands and PF keys.

To end edit and return to the Claims Tracking Master Menu, press the PF-3 key.

To make a duplicate of a record, press the PF-6 key.

To page backward in the Database, press the PF-7 key.

To page forward in the Database, press the PF-8 key.

To add a record, press the PF-9 key.

To delete a record, type DEL on the command line and press Enter.

To cancel a change, type CANCEL on the command line and press Enter.

To locate a job in the Database, type a 1 on the command line and press Enter. Then type L and the job number (i.e. L 10120-3511). If there are multiple claims on the same job, press the PF-8 key until you come to the claim desired.

Dates should be entered in a "year,month,day" format (i.e. 11/23/87 would be entered as 871123). The system will format for you.

Dollar amounts should be entered without \$ signs or commas (i.e. \$103,278.00 would be entered as 103278.00). The system will format automatically.

All other selections on the Claims Tracking Main Menu involve output of some sort. Sufficient information has been supplied with each option to ensure successful execution. If you have any problems, questions or comments concerning this system, please call Office of Construction, System Section at Suncom 994-4150.

## CHAPTER 2

### Section 2-4 Contractor Delinquency System

#### CARS Menu Option 4

##### Contractor Delinquency Main Menu Screen

```
MENU1  
  
COMMAND ===>  
  
CONTRACTOR DELINQUENCY MAIN MENU  
  
CHOOSE ONE OF THE FOLLOWING:  
  
1 - BROWSE CONTRACTOR DELINQUENCY FILE  
2 - LIST JOBS IN DELINQUENCY FILE  
3 - RUN CONTRACT CONDITION REPORT  
4 - PRINT LATEST S.A. & DELINQUENT CONTRACT REPORT  
5 - PRINT LATEST EXCESSIVE CONTRACT CHANGE REPORT  
  
X - EXIT DELINQUENCY SYSTEM  
  
ENTER SELECTION HERE ===>
```

User Response: To browse the contractor delinquency file, tab down to **ENTER SELECTION HERE ===>** and type **1** and press **[enter]**.

The following screen will be displayed:

##### Opening Database Screen

```
WAIT  
+-----+  
| COMMAND ===> |  
|  
| OPENING DATABASE |  
| --- PLEASE WAIT --- |  
+-----+
```

User Response: It will take a few seconds to open the delinquency file to be browsed. Please be patient.

The following screen will be displayed:

#### Contractor Delinquency File Screen

```
-FSBROWSE MYLIB.DELINQ-----OBS 16  SCREEN 1
COMMAND ==>

                CONTRACTOR DELINQUENCY SCREEN

                District: 05   Job Ok: _
                Contractor Name: CARROLL CONTRACTING COMPANY
                Financial Project ID: 23778615201   Job No: 02010-3517
                7% Letter Sent: 06/05/1987
                Preliminary Notice Sent: 10/21/87   Green Card Received: 10/23/87 _
                Final Notice Sent: 12/14/87   Green Card Received: 12/22/87 _
                Time Extension: _____   Administrative Hearing: YES
                Preliminary Default letter: _____   Final Default letter: _____

                Surety Company: FIDELITY & DEPOSIT

                Comments: _____
                _____
                _____
                _____

                ----  PF KEY DEFINITIONS  ----

                PF1=  HELP                                PF9=  ADD RECORD
```

User Response:      You will be in taken into the browse mode which will not allow any editing. The **PF8** key will take you to the next record and **PF7** will take you to the previous record. If you want to locate a specific financial project number, on the **COMMAND LINE** type **L** followed by the ***11 digit financial ID number*** you wish to look for and press **[enter]**. To get a list of financial project numbers in the system, select option 2 from the Contractor Delinquency Main Menu and press **[enter]**. The following screen will be displayed.

#### List of Financial Project ID's in File Screen

```
FSLIST: CN982KL.CARS.OUTPUT

COMMAND ==>

19052415201 19061915201 19065515201 19067515201 19085515201 19377415201
19378615202 19379215201 19379915202 19380615201 19380715201 19381115201
19383115201 19385615202 19390015201 19390215202 19398515201 19399615201
19400115201 19400315201 19401515201 19402815202 19406715201 19407115201
19409015202 19409515201 19409715201 19409815201 19413515202 19417415201
19417815201 19417915201 19418515201 19418615201 19419115201 19419215201
19419215201 19420315201 19443615201 19443815201 19445415202 19445615202
19447015201 19448915201 19449215201 19449315201 19449715201 19449815201
19450915201 19523815201 19523915201 19525915201 19531815201 19532215201
19534815201 19534915201 19535015201 19536015201 19536815201 19536915201
19537215201 19537715201 19538415201 19539115201 19539815201 19542615201
```



User Response: Press **PF3** to go back to the Contractor Delinquency Main Menu. From the menu type a **3** and press **[enter]** to run the Contract Condition Report. The following screen will be displayed.

#### Contract Condition Report Screen

```
THIS PROCEDURE WILL SUBMIT A RUN TO PRODUCE THE CONTRACT  
CONDITION REPORT. THIS SHOULD BE RUN ONLY AFTER THE  
MONTHLY ESTIMATE CYCLE IS COMPLETE.
```

```
PRESS ENTER TO CONTINUE, ENTER X TO EXIT WITHOUT RUNNING  
THE REPORT ==>
```

User Response: Press **[enter]** and the following screen will be displayed.

#### Send Report Screen

```
THIS REPORT WILL GO DIRECTLY TO THE PRINTER OF YOUR CHOICE  
UNLESS YOU WANT TO REDIRECT IT TO THE OUTPUT QUEUE.
```

```
ENTER Q TO SEND TO OUTPUT QUEUE OR PRESS ENTER TO  
GO DIRECTLY TO PRINTER ==>
```

User Response: Enter a **Q** and press **[enter]** to send the output to IOF or just press **[enter]** to send the output to your default printer. The following screen will be displayed.

#### Redirected Print Screen

```
DELINQUENT REPORT HAS BEEN REDIRECTED TO THE OUTPUT QUEUE,  
USE IOF TO RETRIEVE AND PRINT  
  
PRESS ENTER TO CONTINUE....
```

User Response: Press the **[enter]** key to continue. The following screen will be displayed.

#### Job Submitted Screen

```
JOB SUBMITTED, PLEASE USE IOF TO PROCESS OUTPUT FROM  
JOB CN982KL3  
  
PRESS <ENTER> TO RETURN TO MAIN MENU....
```

User Response: Pressing the **[enter]** key will take you back to the main menu. If you routed your print to IOF you must go to IOF to view or print the output from the report. If you directed the report to your printer, you can pick up the print as soon as the job has executed. From the main menu, type a **4** on the **ENTER SELECTION HERE ==>** and press **[enter]**.

The following screen will be displayed:

## Print Subcommand Screen

```
PRINT Subcommand                      (C) Copyright Applied Software, Inc. 1980-1997

'CN982KL.SA.REPORT.MAR99'

Sysout class desired   = A           (Blank for default)
Output destination     = _____ (Blank for default)
No. of copies desired  = 1           (Blank defaults to 1)
No. of lines/page      = 60          (Blank for default)
Forms desired          = _____ (Forms for printed output)
UCS train desired      = _____ (Blank for default)
FCB name desired       = _____ (Forms Control Buffer name)

Held output?          = NO           (YES or NO)
ASA Carriage Control  = _____ (YES, NO or blank)
Convert to uppercase? = NO           (YES or NO)
Save parms in profile? = YES         (YES or NO)
Print 3-line header?  = YES         (YES or NO)
Optional header text   = _____

Depress ENTER to continue or a PFK to terminate
```

User Response:      Tab down to **Output Destination** and type a printer number or leave blank to go to your default printer. If you want more than 1 copy, tab down to **No. of Copies Desired** and enter in the amount of copies you want printed and press **[enter]**. You will be taken back to the menu where you can select option **5** to print the Excessive Contract Report. You will be taken to the same screen as above where you can direct your print.

To exit the Delinquent Contracts Option, just type in **X** and press **[enter]** to be taken back to the CARS Main Menu.

## CHAPTER 2

### Section 2-5 FAINS Tracking System

#### CARS Menu Option 8

The following screen will be displayed:

#### Contract FAINS Tracking Main Menu Screen

```
MENU1  
COMMAND ===>
```

#### FAINS TRACKING MAIN MENU

CHOOSE ONE OF THE FOLLOWING:

- 1 - BROWSE FAINS TRACKING FILE
  - 2 - PRINT FAINS TRACKING REPORT FOR A  
SELECTED FINPROJ
  - 3 - PRINT FAINS TRACKING REPORT FOR A  
SELECTED DISTRICT
  - 4 - PRINT FAINS TRACKING REPORT FOR THE  
ENTIRE STATE
  - 5 - VIEW A FAINS ON A SELECTED FINPROJ
  - 6 - VIEW A LIST OF FINPROJS IN FAINS FILE
  - 7 - PRINT FREQUENCY AND PIE CHARTS
  - 8 - VIEW MONTHLY SUMMARY REPORT
  
  - X - EXIT FAINS TRACKING SYSTEM
- ENTER SELECTION HERE ===>

User Response: To browse the FAINS tracking file, tab down to **ENTER**

**SELECTION HERE** ===> and type **1** and press **[enter]**.

The following screen will be displayed:

#### Opening Database Screen

```
WAIT  
+-----+  
| COMMAND ===> |  
+-----+  
  
| OPENING DATABASE |  
| --- PLEASE WAIT --- |  
+-----+
```

User Response: It will take a few seconds to open the FAINS file to be browsed. Please be patient.

The following screen will be displayed:

**FAINS Tracking Browse File Screen**

```
-FSBROWSE MYLIB.FAINS-----OBS 1
COMMAND ===>

                F.A.I.N. TRACKING SCREEN

District: 01 Financial Project No: 19371915201 FAP No: BRS-1627(2)
F.A.I.N. No: 12-84-FIN(E)44      Date Issued: 11/02/84 Job No: 01060-3504
Date received by S.C.E: 11/07/84      Amount Ineligible:      $5,400.00
Items ineligible & reason:
LIQUIDATED DAMAGES.

Action taken by S.C.E:
CANNOT BE RECOVERED.

Amount Recoverable:      $0.00
Reasons for Non-Recovery:
FHWA WILL NOT PARTICIPATE IN TIME EXTENSION GRANTED BY FDOT.

Date action closed by S.C.E: 02/11/87
Original Contract Days:      650      Total Authorized Contract Days:      690
Days Used:      694      No. of Days Liquidated Damages Charged:      4
PF1=HELP      Liquidated Damages Charge Per Day: _____
PF3=END      PF5=REPEAT LOCATE COMMAND      PF7=PREVIOUS RECORD      PF8=NEXT RECORD
```

User Response: You will be taken into the browse mode which will not allow any editing. The PF8 key will take you to the next record and PF7 will take you to the previous record. If you want to locate a specific financial project number, on the COMMAND LINE type *L 11 digit financial project number* and press [enter]. To repeat this locate command press PF5. Each time you press PF5 it will locate the same financial project number again until it reaches the end of the file. PF3 will take you back to the FAINS Tracking Main Menu Screen. Select option 2 to print a FAINS report for a specified financial project ID. The following screen will be displayed.

**Financial Project Number Screen**

```
JOBNUM

COMMAND ===>

PLEASE ENTER FINPROJ NUMBER HERE ===>
```

**User Response:** Type the 11 digit financial project number you want to report on and press [enter]. The following screen will be displayed.

#### Select Printer Screen

```
PRINTNAM  
  
COMMAND ===>  
  
PLEASE ENTER PRINTER NAME: LOCAL  
  
NOTE: PRESS ENTER KEY FOR  
DEFAULT PRINTER (QUALITY  
CONTROL IN TALLAHASSEE)  
  
DISTRICT PRINTER NAMES ARE  
AS FOLLOWS:  
  
DISTRICT 1 - DIST1  
DISTRICT 2 - DIST2  
DISTRICT 3 - DIST3  
DISTRICT 4 - DIST4  
DISTRICT 5 - DIST5  
DISTRICT 6 - DIST6  
DISTRICT 7 - DIST7
```

**User Response:** Tab down to PLEASE ENTER PRINTER NAME: and type in your printer name. The district printer names are listed at the bottom of the screen. Press [enter] and the following screen will be displayed.

#### Copies Desired Screen

```
COPIES  
  
COMMAND ===>  
  
PLEASE ENTER NUMBER OF COPIES DESIRED: 1  
YOU MAY OBTAIN A MAXIMUM OF 10 COPIES  
(PRESS ENTER FOR ONE COPY)
```

**User Response:** Enter the desired number of copies desired and press [enter]. The screen defaults to 1 copy but can be changed for up to 10 copies. The following screen will be displayed.

**Print Option Completed Screen**

```
FINISHED

COMMAND ===>

PRINT OPTION SUCESSFULLY ENDED
NUMBER OF COPIES REQUESTED IS 1
PLEASE PICKUP YOUR COPY AT PRINTER LOCAL
TO CONTINUE, PLEASE PRESS THE ENTER KEY
```

**User Response:** Press the [enter] key to be taken back to the FAINS Tracking Main Menu. Select option 3 and press [enter] to print a Fains report for a specified district. The following screen will be displayed.

**District Selection Screen**

```
DISTRICT

COMMAND ===>

PLEASE ENTER DISTRICT NUMBER HERE ===>
NOTE: ENTER 09 FOR TURNPIKE
```

**User Response:** Tab down to PLEASE ENTER DISTRICT NUMBER HERE ===> and type in a 2 digit district number and press [enter]. The following screen will be displayed.

**FAIN Type Screen**

```
FAINTYPE
COMMAND ===>

FAIN SELECTION MENU

1 - UNRESOLVED FAINS ONLY
2 - ALL FAINS

NOTE: DEFAULT IS UNRESOLVED
FAINS ONLY, PRESS ENTER TO
ACCEPT DEFAULT

ENTER SELECTION HERE ===> 1
```

**User Response:** Tab down to ENTER SELECTION HERE ===> and type a 1 for

unresolved FAINS or 2 for all FAINS and press [enter]. The following screen will be displayed.

#### Select Printer Screen

```
PRINTNAM  
  
COMMAND ===>  
  
PLEASE ENTER PRINTER NAME: LOCAL  
  
NOTE: PRESS ENTER KEY FOR  
DEFAULT PRINTER (QUALITY  
CONTROL IN TALLAHASSEE)  
  
DISTRICT PRINTER NAMES ARE  
AS FOLLOWS:  
  
DISTRICT 1 - DIST1  
DISTRICT 2 - DIST2  
DISTRICT 3 - DIST3  
DISTRICT 4 - DIST4  
DISTRICT 5 - DIST5  
DISTRICT 6 - DIST6  
DISTRICT 7 - DIST7
```

**User Response:** Tab down to PLEASE ENTER PRINTER NAME: and type in your printer name. The district printer names are listed at the bottom of the screen. Press [enter] and the following screen will be displayed.

#### Financial Project Number Screen

```
JOBNUM  
  
COMMAND ===>  
  
PLEASE ENTER FINPROJ NUMBER HERE ===>
```

**User Response:** Type the 11 digit financial project number you want to report on and press [enter]. The following screen will be displayed.



#### Copies Desired Screen

```
COPIES

COMMAND ===>

PLEASE ENTER NUMBER OF COPIES DESIRED: 1
YOU MAY OBTAIN A MAXIMUM OF 10 COPIES
(PRESS ENTER FOR ONE COPY)
```

**User Response:** Enter the desired number of copies desired and press [enter]. The screen defaults to 1 copy but can be changed for up to 10 copies. The following screen will be displayed.

#### Print Option Completed Screen

```
FINISHED

COMMAND ===>

PRINT OPTION SUCESSFULLY ENDED
NUMBER OF COPIES REQUESTED IS 1
PLEASE PICKUP YOUR COPY AT PRINTER LOCAL
TO CONTINUE, PLEASE PRESS THE ENTER KEY
```

**User Response:** Press the [enter] key to be taken back to the FAINS Tracking Main Menu. Select option 4 and press [enter] to print Fains Tracking report for the entire state. The following screen will be displayed.

#### FAIN Type Screen

```
FAINTYPE
COMMAND ===>

FAIN SELECTION MENU

1 - UNRESOLVED FAINS ONLY
2 - ALL FAINS

NOTE: DEFAULT IS UNRESOLVED
FAINS ONLY, PRESS ENTER TO
ACCEPT DEFAULT

ENTER SELECTION HERE ===> 1
```

**User Response:** Tab down to ENTER SELECTION HERE ==> and type a 1 for unresolved FAINS or 2 for all FAINS and press [enter]. The following screen will be displayed.

#### Select Printer Screen

```
PRINTNAM  
  
COMMAND ==>  
  
PLEASE ENTER PRINTER NAME: LOCAL  
  
NOTE: PRESS ENTER KEY FOR  
DEFAULT PRINTER (QUALITY  
CONTROL IN TALLAHASSEE)  
  
DISTRICT PRINTER NAMES ARE  
AS FOLLOWS:  
  
DISTRICT 1 - DIST1  
DISTRICT 2 - DIST2  
DISTRICT 3 - DIST3  
DISTRICT 4 - DIST4  
DISTRICT 5 - DIST5  
DISTRICT 6 - DIST6  
DISTRICT 7 - DIST7
```

**User Response:** Tab down to PLEASE ENTER PRINTER NAME: and type in your printer name. The district printer names are listed at the bottom of the screen. Press [enter] and the following screen will be displayed.

#### Copies Desired Screen

```
COPIES  
  
COMMAND ==>  
  
PLEASE ENTER NUMBER OF COPIES DESIRED: 1  
YOU MAY OBTAIN A MAXIMUM OF 10 COPIES  
(PRESS ENTER FOR ONE COPY)
```

**User Response:** Enter the desired number of copies desired and press [enter]. The screen defaults to 1 copy but can be changed for up to 10 copies. The following screen will be displayed.

**Print Option Completed Screen**

```
FINISHED

COMMAND ===>

PRINT OPTION SUCESSFULLY ENDED
NUMBER OF COPIES REQUESTED IS 1
PLEASE PICKUP YOUR COPY AT PRINTER LOCAL
TO CONTINUE, PLEASE PRESS THE ENTER KEY
```

**User Response:** Press the [enter] key to be taken back to the FAINS Tracking Main Menu. Select option 5 and press [enter] to print a FAINS report for a selected financial project ID. The following screen will be displayed.

**Print Option Completed Screen**

```
ONEFAIN

COMMAND ===>

20099515201 HAS ONE FAIN ON FILE, PRESS <ENTER> TO VIEW FAIN
```

**User Response:** Press the [enter] key to view the record. The following screen will be displayed.

#### FAINS Tracking Browse File Screen

```
-FSBROWSE SASWORK.FAIN-----OBS 1
COMMAND ===>

                        F.A.I.N. TRACKING SCREEN

District: 01 Financial Project No: 20099515201 FAP No: I-275-7(200)434
F.A.I.N. No: 12-86-FIN(E)19      Date Issued: 02/14/86 Job No: 13175-3409
Date received by S.C.E: 05/08/87   Amount Ineligible:      $42,504.06
Items ineligible & reason:
PAYMENT BY FDOT TO THE CONTRACTOR FOR MATERIALS NO LONGER STOCKPILED AND
CANNOT BE ACCOUNTED FOR, FHWA WILL NOT PARTICIPATE.
Action taken by S.C.E:
THE CONTRACTOR DEFAULTED ON THIS PROJECT AND REMOVED THE MATERIALS FROM THE
JOBSITE, THE DEPT. HAS FILED LAWSUIT TO RECOVER.
Amount Recoverable: _____
Reasons for Non-Recovery: _____

Date action closed by S.C.E: 05/08/87
Original Contract Days: _____ Total Authorized Contract Days: _____
Days Used: _____ No. of Days Liquidated Damages Charged: _____
PF1=HELP                      Liquidated Damages Charge Per Day: _____
PF3=END      PF5=REPEAT LOCATE COMMAND      PF7=PREVIOUS RECORD      PF8=NEXT RECORD
```

**User Response:** You will be taken into the browse mode which will not allow any editing. The PF3 key will take you back to the FAINS Tracking Main Menu. Select option 6 to view a list of financial project ID'S in the FAINS Tracking file. The following screen will be displayed.

#### List of Financial Project Numbers in File Screen

```
FSLIST: CN982KL.CARS.OUTPUT
COMMAND ===>

19052415201 19061915201 19065515201 19067515201 19085515201 19377415201
19378615202 19379215201 19379915202 19380615201 19380715201 19381115201
19383115201 19385615202 19390015201 19390215202 19398515201 19399615201
19400115201 19400315201 19401515201 19402815202 19406715201 19407115201
19409015202 19409515201 19409715201 19409815201 19413515202 19417415201
19417815201 19417915201 19418515201 19418615201 19419115201 19419215201
19419215201 19420315201 19443615201 19443815201 19445415202 19445615202
19447015201 19448915201 19449215201 19449315201 19449715201 19449815201
19450915201 19523815201 19523915201 19525915201 19531815201 19532215201
19534815201 19534915201 19535015201 19536015201 19536815201 19536915201
19537215201 19537715201 19538415201 19539115201 19539815201 19542615201
19548215201 19548915201 19551915201 19556215201 19556315202 19557815201
19558515201 19559015201 19559615202 19560615201 19561115201 19561415201
19561515201 19561615202 19561815201 19562615201 19563115201 19563315202
19563515202 19563615201 19563915201 19565715201 19566015202 19566615201
```

**User Response:** Press PF3 to go back to the FAINS Tracking Main Menu. Select option 7 and press [enter] to print frequency and pie charts.

#### Select Printer Screen

```
PRINTNAM  
  
COMMAND ===>  
  
PLEASE ENTER PRINTER NAME: LOCAL  
  
NOTE: PRESS ENTER KEY FOR  
DEFAULT PRINTER (QUALITY  
CONTROL IN TALLAHASSEE)  
  
DISTRICT PRINTER NAMES ARE  
AS FOLLOWS:  
  
DISTRICT 1 - DIST1  
DISTRICT 2 - DIST2  
DISTRICT 3 - DIST3  
DISTRICT 4 - DIST4  
DISTRICT 5 - DIST5  
DISTRICT 6 - DIST6  
DISTRICT 7 - DIST7
```

**User Response:** Tab down to **PLEASE ENTER PRINTER NAME:** and type in your printer name. The district printer names are listed at the bottom of the screen. Press [enter] and the following screen will be displayed.

#### Copies Desired Screen

```
COPIES  
  
COMMAND ===>  
  
PLEASE ENTER NUMBER OF COPIES DESIRED: 1  
YOU MAY OBTAIN A MAXIMUM OF 10 COPIES  
(PRESS ENTER FOR ONE COPY)
```

**User Response:** Enter the desired number of copies desired and press [enter]. The screen defaults to 1 copy but can be changed for up to 10 copies. The following screen will be displayed.

#### Print Option Completed Screen

```
FINISHED

COMMAND ===>

PRINT OPTION SUCESSFULLY ENDED
NUMBER OF COPIES REQUESTED IS 1
PLEASE PICKUP YOUR COPY AT PRINTER LOCAL
TO CONTINUE, PLEASE PRESS THE ENTER KEY
```

User Response: Press the **[enter]** key to be taken back to the FAINS Tracking Main Menu. Select option **8** and press **[enter]** to view a monthly summary report. The following screen will be displayed.

#### Begin Month Entry Screen

```
BEGIN
COMMAND ===>

PLEASE ENTER BEGINNING OF MONTH IN A MMDDYY FORMAT ===>
(EXAMPLE: JULY 1, 1990 WOULD BE ENTERED AS 070190)
```

User Response: Type in the beginning month for the search in the specified format and press the **[enter]** key. The following screen will be displayed.

#### End Month Entry Screen

```
END
COMMAND ===>

PLEASE ENTER ENDING OF MONTH IN A MMDDYY FORMAT ===>
(EXAMPLE: JULY 31, 1990 WOULD BE ENTERED AS 073190)
```

User Response: Type in the ending month for the search in the specified format and press the **[enter]** key. The following screen will be displayed.

**Monthly Activity Report Output Screen**

FSLIST: CN982KL.CARS.OUTPUT  
COMMAND ==>

DEPARTMENT OF TRANSPORTATION  
BUREAU OF CONSTRUCTION  
CONTRACT FAIR TRACKING  
-----MONTHLY ACTIVITY-----  
FROM 01JUL98 TO 01DEC98

DIST	BEGIN BAL. UNRESOLVED	(+) RECEIVED	(-) RESOLVED	(-) WAIVED, ETC.	E U
01	\$0.00	\$0.00	\$0.00	\$0.00	0
02	\$18,953.40	\$0.00	\$0.00	\$0.00	1
03	\$523,941.85	\$0.00	\$0.00	\$0.00	1
04	\$0.00	\$0.00	\$0.00	\$0.00	0

User Response: You will notice that only half of the report is displayed. To view the right hand side of the report, press the **PF11** key. The following screen will be displayed.

### Monthly Activity Report Output Screen

```
FSLIST: CN982KL.CARS.OUTPUT
COMMAND ==>
NOTE: AT RIGHT SIDE.

DEPARTMENT OF TRANSPORTATION
BUREAU OF CONSTRUCTION
CONTRACT FAINS TRACKING
-----MONTHLY ACTIVITY-----
FROM 01JUL98 TO 01DEC98
```

T	BEGIN BAL. UNRESOLVED	(+) RECEIVED	(-) RESOLVED	(-) WAIVED, ETC.		ENDING BAL UNRESOLVED
-	-----	-----	-----	-----		-----
	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00
	\$18,953.40	\$0.00	\$0.00	\$0.00	1	\$18,953.40
	\$523,941.85	\$0.00	\$0.00	\$0.00	1	\$523,941.85
	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00

User Response: Press **PF3** to get to the following screen.

### Monthly Activity Report Output Screen

```
PRINT
COMMAND ==>

DO YOU WANT TO PRINT THE MONTHLY ACTIVITY REPORT (Y/N) ==> N
NOTE: DEFAULT IS NO; TO ACCEPT DEFAULT, JUST PRESS ENTER
```

User Response: If you do not want the report printed, leave the **N** and press **[enter]**. If you want a printed report, type over the **N** with a **Y** and the following screen will be displayed.



### Print Subcommand Screen

```
PRINT Subcommand                      (C) Copyright Applied Software, Inc. 1980-1997

'CN982KL.CARS.OUTPUT'

Sysout class desired   = A           (Blank for default)
Output destination    = _____ (Blank for default)
No. of copies desired  = 1           (Blank defaults to 1)
No. of lines/page     = 60          (Blank for default)
Forms desired         = _____ (Forms for printed output)
UCS train desired     = _____ (Blank for default)
FCB name desired      = _____ (Forms Control Buffer name)

Held output?          = NO           (YES or NO)
ASA Carriage Control  = _____ (YES, NO or blank)
Convert to uppercase? = NO           (YES or NO)
Save parms in profile? = YES         (YES or NO)
Print 3-line header?  = YES         (YES or NO)
Optional header text  = _____

Depress ENTER to continue or a PFK to terminate
```

User Response:      Tab down to **Output Destination** and type a printer number or leave blank to go to your default printer. If you want more than 1 copy, tab down to **No. of Copies Desired** and enter in the amount of copies you want printed and press [enter].

### Print Option Completed Screen

```
FINISHED
COMMAND ==>

PRINT OPTION SUCESSFULLY ENDED
TO CONTINUE, PLEASE PRESS THE ENTER KEY
```

User Response:      Press [enter] to return to the FAINS Tracking Main Menu.

To exit the FAINS Tracking System, just type in **X** and press [enter] to be taken back to the CARS Main Menu.

## CHAPTER 2

### Section 2-6 Contractor Suspension

#### CARS Menu Option 12

```
MENU1
COMMAND ===>

                        CONTRACTOR SUSPENSION MENU
                        CHOOSE ONE OF THE FOLLOWING:

1 - BROWSE CONTRACTOR SUSPENSION FILE
2 - PRINT CONTRACTOR SUSPENSION REPORT
  BY CONTRACTOR NAME
3 - PRINT CONTRACTOR SUSPENSION REPORT
  BY VENDOR NUMBER
4 - PRINT REPORT SHOWING ONLY THOSE
  CONTRACTORS THAT ARE CURRENTLY UNDER
  SUSPENSION (TEST MODE ONLY)
5 - VIEW A LIST OF SUSPENDED
  CONTRACTORS (TEST MODE ONLY)
X - EXIT CONTRACTOR SUSPENSION MENU

ENTER SELECTION HERE ===>
```

#### CARS Menu Option 12 SubMenu Option 1

Anyone desiring to use the Contractor Suspension System must have a TSO User-ID. If you don't

```
-FSBROWSE SASWORK.SUSPEND-----OBS 1
COMMAND ===>

                        CONTRACTOR SUSPENSION SCREEN

                        VENDOR NUMBER: VF741552028001
CONTRACTOR: ABRAMS, J.D., INC.

PROJECT NUMBER: 93030-3503  LETTING DATE: 12/03/86  DATE SUSPENDED: 03/23/88

FS 337.16(1)(3) NOTICE SENT: _____  LETTER RECEIVED: _____
DATE REINSTATED: 07/07/88  FINAL DATE REINSTATED: 07/07/88
HEARING REQUESTED: ____ (YES/NO)  ADDITIONAL TIME SUSPENDED: ____

ADDRESS: 210 BARTON SPRINGS ROAD  P.O. BOX 13003
AUSTIN, TX 78704
PHONE NUMBER: (512)482-0901

REASON:  SUSPENSION APPLIES TO MOVABLE BRIDGE PROJECTS ONLY
_____

----- PF KEY DEFINITIONS -----
PF1= HELP  PF3= END EDIT  PF5= REPEAT FIND COMMAND  PF6= DUPLICATE RECORD
PF7= PREVIOUS RECORD  PF8= NEXT RECORD  PF9= ADD RECORD
```

have one, contact your District Information System Manager or your Central Office Security

Administrator and have one assigned for you.

Once a TSO User-ID is obtained, logon to TSO. Once you are logged on, exit from the Master Application Menu by pressing the "PF-3" key. Upon receiving a READY prompt, type in CARS and then press the "ENTER" key. The system will respond with a welcome screen, press "ENTER" and the C.A.R.S. Main Menu will appear.

Select option number 12 (Contractor Suspension) and press the "ENTER" key. This will bring up the Contractor Suspension Main Menu.

To browse the Contractor Suspension Database, select option 1, you will gain entry into the Database under browse mode. Inquiry only is allowed in browse mode, updates to the database cannot be performed.

In order to browse the Contractor Suspension Database, there are certain commands and PF key functions that you must know. Listed below are the most widely used commands and PF keys.

- 1) To end browse and return to the Contractor Suspension Main Menu, press the "PF-3" key.
- 2) To page backward to a previous record, press the "PF-7" key.
- 3) To page forward to the next record, press the "PF-8" key.

Choose option 2 to produce a Contractor Suspension hard copy report sorted by Contractor Name. You will be prompted as to how many copies you want, and the printer on which you want the report printed.

Choose option 3 to produce a Contractor Suspension hard copy report sorted by Vendor Number. You will be prompted as to how many copies you want, and the printer on which you want the report printed.

If you have any problems, questions or comments concerning this system, please contact the Office of Construction, System Section at Suncom 994-4150.

## CHAPTER 2

### Section 2-7 Training Reports/Tracking System

#### Instructions on Using

#### DEIT Certification Tracking System

##### INTRODUCTION

The DEIT Certification Tracking System is part of the Construction Automated Reporting System (CARS) on the Department's Time Sharing Option (TSO) System. To access the system, the user must have a valid system account (userid).

##### INSTRUCTION CONVENTIONS

In these instructions, computer screen depictions are separated by a heavy line. *Text shown in bold italics represents information, or examples of information, that you are required to enter.* Text highlighted in this manner is meant to help explain the screen shown.

```
MENU1  
COMMAND ===>
```

#### TRAINING REPORTS/TRACKING MAIN MENU

CHOOSE ONE OF THE FOLLOWING:

- 1 - PRINT Q.A.P.T. REPORT
- 2 - PRINT Q.A.R.T. REPORT
- 3 - EDIT ACI CERTIFICATION FILE
- 4 - PRINT ACI CERTIFICATION REPORT
- 5 - EDIT DEIT CERTIFICATION FILE**
- 6 - PRINT DEIT CERTIFICATION REPORT
  
- X - EXIT

ENTER SELECTION HERE ===> **5**

```

-FSEDIT MYLIB.DENSITY-----OBS 1
SCREEN 1
COMMAND ==>
NOTE: THIS APPLICATION USES 3 SCREENS.
      D.E.I.T. CERTIFICATION DATA SCREEN

      LAST                JR,ETC.  FIRST
NAME: _____
SSN (NO DASHES PLEASE): _____ DOT (Y or N)? _   DIST: _
EMPLOYER/LOCATION: _____
4SS OR QUAL: _____ FEES PAID: _____ RAD. SAFE.: _____ 30 DAYS EXP.: _____
DEIT COURSE - #1 RESULT (P/F): _   DATE: _____ \
              #2 RESULT (P/F): _   DATE: _____ \Room for more info
HANDS ON    - #1 RESULT (P/F): _   DATE: _____ /on Screen 3
<PF11><PF11>
              #2 RESULT (P/F): _   DATE: _____ /
CERTIFICATE #: _____ CERTIFICATE DATE: _____
NOTES: _____
      _____
      _____
                                press <PF11> if
                                you'd like some help

PF3=END   PF7=PREVIOUS RECORD   PF8=NEXT RECORD   PF9=BEGIN NEW RECORD
PF11=HELP

```

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```
-FSEdit MYLIB.DENSITY-----OBS 1
```

```
SCREEN 3
```

```
COMMAND ===>
```

```
DEIT COURSE - #3 RESULT (P/F): _ DATE: _____
              #4 RESULT (P/F): _ DATE: _____
HANDS ON    - #3 RESULT (P/F): _ DATE: _____
              #4 RESULT (P/F): _ DATE: _____
```

```
press <PF10> twice to get
back to first screen
```

```
PF3=END
```

```
PF10=RETURN TO SECOND SCREEN
```

When you first get into the system, the system determines what access to the data you should have. District Construction Training Engineers initialize a new record by pressing <PF9>. They then enter the person's name, social security number, district, and location. Next, they initial whether the technician has passed the four self-study courses (or are otherwise considered qualified), and whether they have paid their fees.

The next person into the record should be the District Density Engineer. They find the existing record they are interested in (using the method described on the Help Screen shown above), then initial whether the applicant has taken the radiation safety course and whether they have the requisite 30 days experience. Next they record the results and dates of the DEIT Course(s) and Hands-On Test(s).

Once all the above is done to their satisfaction, the State Construction Training Engineer's office goes to the record and puts in the certificate number and date.

#### **ENDING THE EDIT SESSION**

Press <PF3>.

## PRINTING REPORTS

You can choose to print one or all districts. Then the report will be

```
MENU1  
COMMAND ===>
```

### TRAINING REPORTS/TRACKING MAIN MENU

CHOOSE ONE OF THE FOLLOWING:

- 1 - PRINT Q.A.P.T. REPORT
- 2 - PRINT Q.A.R.T. REPORT
- 3 - EDIT ACI CERTIFICATION FILE
- 4 - PRINT ACI CERTIFICATION REPORT
- 5 - EDIT DEIT CERTIFICATION FILE
- 6 - PRINT DEIT CERTIFICATION REPORT**
- X - EXIT

ENTER SELECTION HERE ===> **6**

generated, and you will be brought up to the print screen. Tab down to the second line and put in your printer name, or leave it blank to go to your default printer. If you don't want to print the report, but would like to view it on the screen, press <PF3> and browse the file. If you'd like to print after browsing, enter <print> on the command line.

## EXITING THE DEIT CERTIFICATION SYSTEM

Select all of the EXIT options back to the TSO MAIN MENU.

## CHAPTER 2

### Section 2-8 Contract Change Tracking System

*The purpose of the Contract Change Tracking System is to track Time Extensions, Time Suspensions, Weather Days and Supplemental Agreements on all ongoing Construction Contracts.*

```
Contract Change Tracking System

Contract Change Tracking Main Menu

Sel Cont.      Weather      Time Ext.
Time Susp.     Exit         Supp Agree
                SCO access

PLACE CURSOR ON YOUR SELECTION AND PRESS THE ENTER KEY
```

From the CARS main menu, select option 10. If you are not at the CARS main menu see the introduction to this Guide Book. After a few seconds you should see a menu similar to figure 1. This is the Contract Change Tracking System (CCTS) main menu.

**Figure 1**

Before any information can be input into the CCTS one must select a contract (this is the 5 digit contract number). All entries are done by contract number. After the contract is selected one can track weather days, time extensions, time suspensions and supplemental agreements. To select a contract, move the cursor to the box with "Sel Cont.". Use the [TAB] to move the cursor forward, [SHIFT][TAB] to move the cursor back (the mouse will also work with a left click). Then press [ENTER]. A dialog box like figure 2 below will appear.

Type the contract number that you want to track and press [ENTER]. If the contract number exist in this system, a drop-down box will appear in the project number field. Use the down arrow [9] and the up arrow [8] to move to select the desired Financial Project and press [ENTER]. The rest of the

```
Contract Selection
COMMAND ==>

Cost Center Number: _____
Contract Number: 99999
Financial Project ID: _____

Contractor Name: _____
Address: _____

Org. Project Amt.: _____
Estimated Number of Days:
County: _____

.Instructions for Contract selection.....
. Please enter your five digit contract number and press .
. ENTER. If found the screen will fill in. .
. Press PF3 to select contract or PF4 to cancel .
.....
```

**Figure 2**



project information will fill in automatically. If this is the desired project press [PF3] to select and continue. Otherwise, press [PF4] to cancel. Now that a contract has been selected the main menu will display, as in figure 1, the contract is ready for tracking. Also notice that there is a banner across the top that shows the currently selected contract number and financial project identifier (FIN). Enter all dates as mm/dd/yy. The system will interpret two digit years 00 thru 49 as 2000 thru 2049, respectively. Likewise, it will interpret 50 thru 99 as 1950 thru 1999. For example, 2/21/00 will be interpreted as February 21, 2000.

## Weather Days

This is probably the easiest of all to track. From the CCTS main menu move to the “Weather” icon and press [ENTER]. A screen like figure 1 below will appear. All of the contract information will fill in. Use the [PF8] to forward to the next weather day, [PF7] to move back. Also, if there are a lot of Weather delays on the contract then use (locate...) On the menu bar across the top. A drop-down menu will appear like the one the right. Top will move to the top of the list. Likewise, bottom moves to the bottom of the list. Cancel will get you out of the drop-down list all together. If the list of weather delays is long, the last option “by WD

**(Locate)**  
Cancel  
Top  
Bottom  
by WD number...

Figure 1

```
+Contract Change Tracking System-----OBS
16615-+ (locate...) (tools...) (Previous Menu PF3)

*****
                        WEATHER DELAYS

                For Weather days granted by letter

*****

Contract No.: 99999          Financial ID No.: 999999999

Old Project No.: 99999 - 9999      Old WPI No.: 9999999

Weather Delay No.: 002      Date Weather Delay letter: 12/12/97

Total Days Granted: 0004
```

number” allows the user to search by delay number. Use the [TAB] key to move between fields. The only inputs on this screen are “Date Weather Delay letter:” and “Total Days Granted:”. Enter the date in a mm/dd/yy format. Enter the number of days as a whole number (1,2,3 ... 10). Do not enter a decimal number like 1.25. The system counts whole days.

**( Tools ... )**  
Cancel  
Undo  
New Weather Delay...

To add a new weather delay, use the **(tools)** option on the menu bar. A screen will pop up asking for verification that you want to add. Put your cursor on yes and press [enter]. The next highest Weather Delay will automatically fill in. Enter the date and days granted information.

## Time Extensions

**(Locate...)**  
Cancel  
Top  
Bottom  
by TE number...

Figure 1

```

+Contract Change Tracking System-----OBS 4619-+
(locate...) (tools...) (Previous Menu PF3)

*****
                        TIME EXTENSIONS
                For time extensions granted by letter.
*****
Contract No.: 99999      Financial Project No.: 999999999
Old Project No.: 99999 - 9999      Old WPI No.: 9999999
Time Extension No.: 001      Time Extension Date: 03/10/97
Segment No.: 001
Reason Code: 007      Old Code => __
Total Days Granted: 0000      Days FA Granted: 0000
Avoidable/Unavoidable: _      Given to Settle Claim: _
      Premium Cost:      $4,000.00      Premium Cost Status: _
Premium Cost Based On:

_____
Description of Extension(be specific):

_____
_____
_____

*****
+-----+
+

```

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Figure 2

Select Data

MAKE ONE SELECTION.

001 Subsurf material or feature not shown in plan  
 003 Harmonize project with adjacent projects  
 004 Design std., Spec., policy chng. after letting  
 005 Utility adjustment delaying schedule / no JPA  
 007 Work added/deleted from 3rd party agreements  
 008 Project modifications at R/W's request  
 009 Permit related issues  
 010 Items, overruns, plans mod. due to weather

(FIND) (OK) (CANCEL) (HELP)

number like 1.25. The system counts whole days. The leading zeros will fill in. Likewise, enter the "Days FA Granted: ". The fields "Avoidable/Unavoidable", "Given to settle claim" and "Premium cost status" work the same way as the "Reason Code" field. Clear the field, type a question mark "?", and press [enter]. A list will drop down. Select a code and press [enter]. Finally, Fill in the Premium cost Based on:" field and the "Description of Extension" field. These are text fields. Use the [tab] key to move from one to another.

### Time Suspensions

From the CCTS main menu move to the "Time Suspension" icon and press [ENTER]. A screen like figure 1 below will appear. All of the contract information will fill in. Use the [PF8] to forward to the next time suspension, [PF7] to move back. Also, if there are a lot of Time Suspensions on the contract then use (locate...) On the menu bar across the top. A drop-down menu will appear like this one the right. Top will move to the top of the list. Likewise, bottom moves to the bottom of the list. Cancel will get you out of the drop-down list all together. If the list of time suspensions is long, the last option "by TS number" allows the user to search by time suspension number.

**(Locate...)**  
 Cancel  
 Top  
 Bottom  
 by TS number...

Figure 2

Select Data

MAKE ONE SELECTION.

001 Subsurf material or feature not shown in plan  
 003 Harmonize project with adjacent projects  
 004 Design std., Spec., policy chng. after letting  
 005 Utility adjustment delaying schedule / no JPA  
 007 Work added/deleted from 3rd party agreements  
 008 Project modifications at R/W's request

(FIND) (OK) (CANCEL) (HELP)

Use the [TAB] key to move between fields. Enter the time extension date in a mm/dd/yy format. Enter the reason code as one of the valid system codes. To see a list of valid codes clear the field, type a question mark "?", and press [enter]. A list will drop down like figure 2. Press [F8] to scroll down the list, [F7] to scroll back up. Move the cursor to the desired code and press [enter]. Otherwise, type in the valid code and press [enter]. Enter the "Total Days Granted" as a whole number (1,2,3 ... 10). Do not enter a decimal number like 1.25. The system

counts whole days. The leading zeros will fill in. Likewise, enter the "Days FA Granted: ". The fields "Avoidable/Unavoidable", "Given to settle claim" and "Premium cost status" work the same way as the "Reason Code" field. Clear the field, type a question mark "?", and press [enter]. A list will drop down. Select a code and press [enter]. Finally, Fill in the "Premium Cost Based on:" field and the "Description of Extension" field. These are text fields. Use the [tab] key to move from one to another.

Figure 1

```

Contract Change Tracking System-----OBS 7908-
(locate...) (tools...) (Previous Menu PF3)
*****
                                TIME SUSPENSIONS
                                For time suspensions granted by letter
*****

Contract No.: 99999      Financial Project No.: 999999999
Old Project No.: 99999 - 9999      Old WPI No.: 9999999

      Time Suspension No.: 001
            Reason Code: ____

      Date time was suspended: 06/03/97      Date time resumed: ____
            Total Days Granted: ____
Days Federal Aid Granted: ____

Description of Suspension(be specific):
____
____
____

*****
**

```

## Supplemental Agreements

From the CCTS main menu move to the “Supplemental Agreements” icon and press [ENTER]. A screen like the one below will appear. All of the contract information will fill in. Use the [PF8] to forward to the next weather day, [PF7] to move back. Also, if there are a lot of Supplemental Agreement on the contract then use (locate...) On the menu bar across the top. A drop-down menu will appear. Top will move to the top of the list. Likewise, bottom moves to the bottom of the list. Cancel will get you out of the drop-down list all together. If the list of supplemental agreements is long, the last option “by SA number” allows the user to search by supplemental agreements..

## Contract Information Screen

```
+Contract Change Tracking System-----OBS 6180--+
| (locate...) (tools...) (Previous Menu PF3)
|
|=====
|                SUPPLEMENTAL AGREEMENT TRACKING SYSTEM
|=====
| Cost Center: 412      Old Project No.: 86070 - 3483
| Contract No.: 19343   Financial Project ID.: 23162315201
| Org Proj Amt:      $1,616,043.29   Present Proj Amt:      $1,883,477.52
| Contractor:        RUSSELL ENGINEERING INC                VF590767981001
| Mailing Addr:      2530 SW 36 ST
| Supplemental Agreement No: 1      Supplemental Agreement Date: 08/13/96
| Number of WO's:    1 WO Total Cost:      $0.00 WO Tot.Days:    0
|                   WO Premium Cost:      $0.00
| *****
| Design Cnslt:      H.J. ROSS                                VF650163389001
| CEI:               R.W. TARASKA                             N/A
| Dsgn Proj Mgr:     JOE NAJJARIAN      DOT Dsgnr: N/A
|
| Supplemental Agreement Reviewers:
|   Design: NAJJARIAN      Construction: TARASKA/OLSON
|
+-----+
```

User Response: If there is an existing SA on the contract, it will be displayed. The areas in white can be edited. The project information will fill in automatically. If there is not an existing SA on the contract, the screen will still come up but will only have the project information filled in and will be numbered SA #1. PF8 will advance to the next supplemental agreement. Likewise, PF7 goes back to the previous.

Change the appropriate information. The data is saved when you press PF3. If you need to add a new SA, place your cursor on the tools . . . displayed at the top of the screen and press [enter]. Use the [9] down arrow to move your cursor to New Supplemental Agreement and press [enter]. If you decide not to make a selection from tools . . . just place your cursor on Cancel and press [enter].

The following screen will be displayed:

### Add a New Supplemental Agreement

```
Please enter the number you would
like to add : ____
PF3: Continue  PF4: Cancel
```

User Response: Type an SA number on the blank and press PF3 to bring up the new SA or PF4 to cancel. If you try to add an SA that is already existing in the system, the following screen will be displayed:

#### SA Already Exists Screen

```
+Contract Change Tracking System-----OBS 6180--+
| (locate...) (tools...) (Previous Menu PF3)
| Supplemental Agreement already exist!
| =====
|                SUPPLEMENTAL AGREEMENT TRACKING SYSTEM
| =====
| Cost Center: 412      Old Project No.: 86070 - 3483
| Contract No.: 19343   Financial Project ID.: 23162315201
| Org Proj Amt:      $1,616,043.29   Present Proj Amt:      $1,883,477.52
| Contractor:        RUSSELL ENGINEERING INC                VF590767981001
| Mailing Addr:      2530 SW 36 ST
| Supplemental Agreement No: 1      Supplemental Agreement Date: 08/13/96
| Number of WO's:    1 WO Total Cost:      $0.00 WO Tot.Days:    0
|                   WO Premium Cost:      $0.00
| *****
| Design Cnslt:      H.J. ROSS                                VF650163389001
| CEI:               R.W. TARASKA                             N/A
| Dsgn Proj Mgr:     JOE NAJJARIAN      DOT Dsgnr: N/A
|
| Supplemental Agreement Reviewers:
|   Design: NAJJARIAN      Construction: TARASKA/OLSON
| -----+
```

User Response: A message will be displayed at the top of the screen. Go back to the Add A New Supplemental Agreement screen and try again. When you select an SA that does not exist, the record will be displayed with only the project information and the supplemental agreement number.

If you need to edit the work orders on the Supplemental Agreement, place your cursor on the tools and press [enter]. The following screen will be displayed:

#### Edit a Work Order

```
+-----+
| Cancel
| New Supplemental Agreement
| Edit Work Orders
| -----+
```

User Response: Place your cursor on Edit Work Orders and press [enter]. The following screen will be displayed:

## Work Orders on Supplemental Agreement

```
+Contract Change Tracking System-----OBS 1--+
| (locate...) (tools...) (Previous Menu PF3)
|
|=====
|                SUPPLEMENTAL AGREEMENT TRACKING SYSTEM
|                WORK ORDERS
|=====
|Cost Center: 106  Contract: 17231  Financial Project ID: 20071615201
|Supplemental Agreement #: 1  Work Order # 1
|*****
|Work order cost:          $3,622.50    Reason code: 700
|Work order Premium cost:          $0.00
|Time (in days): 0
|Avoidable: 0  Cost recovery initiated: N    Office to notify if
|Used to settle claim/Extend limits: N    changes are required to
|Premium Cost Description:                specs. _____
|      N.A
|
|Work Order Description:
|      OVERRUN OF UNLOADED TEST FILE
|
|_____
|_____
|_____
+-----+
```

User Response: No field can be changed located above the \*\*\* line. The fields below the \*\*\* line can be changed. If there is more than 1 work order for the supplemental agreement, press PF8 to go to the next work order on that SA. PF7 takes you back to the previous record.

To go to the top or bottom of the database from your SA screen place your cursor on locate . . . and press [enter]. The following screen will be displayed:

### Locate Menu Options on SA Screen

```
+-----+
| Cancel
| Top
| Bottom
| by SA number...
+-----+
```

User Response: Place your cursor on the desired selection and press [enter]. If you select by SA number . . . , the following screen will be displayed:

#### Locate Menu Options on SA Screen

```
+by SA number... -----+
| Enter SA. Number: 02    |
|                           |
|      (OK)      (CANCEL) |
+-----+
+-----+
```

User Response: Type the SA number you want to retrieve, tab down to OK and press [enter]. That SA will be displayed. The pull down menus are slightly different when you are working from a work order screen. From a work order screen, place your cursor on locate . . . and press [enter]. The following screen will be displayed:

#### Locate Menu Options on Work Order Screen

```
+-----+
| Cancel |
| Top    |
| Bottom |
+-----+
```

User Response: Place your cursor on the selection you desire and press [enter]. The Cancel, Top, and Bottom commands work the same as on the SA pull down menu. The tools . . . menu on the work order screen is also a little different. Place your cursor on it and press [enter]. The following screen will be displayed:

#### Tools Menu Options on Work Order Screen

```
+-----+
| Cancel |
| Delete Work Order |
| New Work Order    |
+-----+
```

User Response: Move your cursor to Delete Work Order and press [enter]. The following screen will be displayed:



### Tools Menu Options on Work Order Screen

```
Select Data

Are you SURE ?

YES - Delete this Entry
NO - Do NOT delete

(FIND)      (OK)      (CANCEL)      (HELP)
```

User Response: Place your cursor on YES or NO and press [enter]. If you choose yes, the following screen will be displayed:

### Work Order Deleted

```
+Contract Change Tracking System-----DELETED 14--+
| (locate...) (tools...) (Previous Menu PF3)          |
| NOTE: OBSERVATION HAS BEEN DELETED.                |
| =====                                              |
|              SUPPLEMENTAL AGREEMENT TRACKING SYSTEM  |
|              WORK ORDERS                             |
| =====                                              |
| Cost Center: ____ Contract: ____ Financial Project ID: ____ |
| Supplemental Agreement #: ____ Work Order # ____      |
| *****                                              |
| Work order cost: ____ Reason code: ____              |
| Work order Premium cost: ____                        |
| Time (in days): ____ Office to notify if             |
| Avoidable: _ Cost recovery initiated: _ changes are required to |
| Used to settle claim/Extend limits: _ specs. ____    |
| Premium Cost Description:                             |
| _____                                             |
| Work Order Description:                               |
| _____                                             |
| _____                                             |
| _____                                             |
| _____                                             |
+-----+-----+
```

User Response: Note the statement at the top. If you want to add a new work order select New Work Order from the tools . . . menu and press [enter]. The following Screen will be displayed:

### Work Order Add

```
Please enter the number you would
like to add : ____
PF3: Continue  PF4: Cancel
```

User Response: Type in the new work order number and press [enter]. The following screen will be displayed:

#### New Work Order Add

```
+Contract Change Tracking System-----NEW--+
(locate...) (tools...) (Previous Menu PF3)
Check workorder number!
=====
                SUPPLEMENTAL AGREEMENT TRACKING SYSTEM
                WORK ORDERS
=====
Cost Center: 412 Contract: 19343 Financial Project: 23162315201
Supplemental Agreement #: 2 Work Order # 40
*****
Work order cost: _____ Reason code: ____
Work order Premium cost: _____
Time (in days): _____ Office to notify if
Avoidable: _ Cost recovery initiated: _ changes are required to
Used to settle claim/Extend limits: _ specs. N/A
Premium Cost Description:
_____
_____
Work Order Description:
_____
_____
_____
_____
+-----+
```

User Response: A message is displayed at the top left corner asking you to verify the work order number. The NEW message indicates that this is a new record. Fill in the appropriate information and press [enter].

If you press PF4 from the work order add screen, the following screen will be displayed:

#### New Work Order Add

```
+Contract Change Tracking System-----OBS 18094--+
(locate...) (tools...) (Previous Menu PF3)
No Workorder added
=====
                SUPPLEMENTAL AGREEMENT TRACKING SYSTEM
                WORK ORDERS
=====
Cost Center: 106 Contract: 17231 Financial Project ID: 20071615201
Supplemental Agreement #: 13 Work Order # 3
*****
Work order cost: _____ Reason code: ____
Work order Premium cost: _____
Time (in days): _____ Office to notify if
Avoidable: _ Cost recovery initiated: _ changes are required to
Used to settle claim/Extend limits: _ specs. _____
Premium Cost Description:
_____
_____
Work Order Description:
_____
_____
_____
_____
+-----+
```

User Response: No work order was added. To save and exit the system, press the PF3 key. Executable Programs To pull information from the system, return to the Contract Change Tracking System Menu shown below:

#### Contract Change Menu Screen

```

* * * * * CONTRACT CHANGE TRACKING SYSTEM MENU * * * * *

1 - CONTRACT CHANGE TRACKING SYSTEM
2 - TIME EXTENSION PROGRAMS
3 - ADD OR APPROVE A PENDING SUPPLEMENTAL AGREEMENT
4 - SUPPLEMENTAL AGREEMENT PROGRAMS

X - EXIT

ENTER OPTION ==>

```

User Response: Type a 4 (Supplemental Agreement Programs) on the option line and press [enter]. The

#### Supplemental Agreement Program Menu Screen

```

FLORIDA DEPARTMENT OF TRANSPORTATION

SUPPLEMENTAL AGREEMENT

CONT. SUMMARY

EXIT

PLACE CURSOR ON YOUR SELECTION AND PRESS THE ENTER KEY.

```

following screen will be displayed:

User Response: Tab to the Cont. Summary button and press [enter]. The following screen will be displayed:

#### Contract Number Screen

```
+SUPPLEMENTAL AGREEMENTS BY CONTRACT-----+
|
|  THE FOLLOWING INFORMATION IS REQUIRED TO COMPLETE YOUR PROGRAM:
|
|  ENTER CONTRACT NUMBER:  17231
|
|                                (OK  )      (QUIT  )
|
+-----R-----+
```

User Response: Tab to Enter Contract Number, type in a 5 digit contract number and press [enter]. The program runs while you are wait. You can tell it is running by the R in the lower right hand corner.

The following screen will be displayed:

#### Report Options Screen

```
+REPORT OPTIONS-----+
|
|  TAB to desired ACTION.  Press ENTER.
|
|  (    VIEW REPORT    ) View report in OUTPUT WINDOW.
|
|                          PF Keys for OUTPUT WINDOW;
|                          MISC: PF3 -End View (RETURN) PF5 -Rfind
|                          SCROLL: PF7 -Up   PF8 -Down   PF10-Left  PF11-Right
|                                  PF19-Top  PF20-Bottom
|
|  (    PRINT REPORT    ) Access PRINT REPORT Screen, where you may
|                          specify number of copies and printer id.
|
|  (      RETURN        ) Report will be deleted.
|
+-----+
```

User Response: Tab to View Report (to look at your output on the screen before printing) and press [enter].

The following screen will be displayed:

#### Contract Report Screen

OUTPUT					PROCESSING SUBMITTED STATEMENTS			
COMMAND ===>					FLORIDA DEPARTMENT OF TRANSP OFFICE OF CONSTRUCTIO SUPPLEMENTAL AGREEMENT CODES FOR CONTRACT NUMBER 17231 (FINPROJ MANAGED BY DISTRICT 0			
SA NO	CRS SA	CRS DATE	CRS PRIMARY REASON CODE	CRS CARD DAYS TYPE	CRS SA AMOUNT	WO/ISSUE NUMBER	WO/ISSUE REASON CODE	
==	=====	=====	=====	=====	=====	=====	=====	
1	09/19/89		700	0 1	3,622.50			
				2		1	700	
----					-----			--
1					3,622.50			
2	10/07/89		700	3 1	81,381.72			
				2		1	700	
				2		2	009	
				2		3	126	

User Response: You will notice that only half of the report is displayed. To view the righthand side of the report, press the PF11 key.

From the Report Options Screen, you can tab to Print Report and press [enter]. The following screen will be displayed:

#### Report Options Screen

```
+REPORT OPTIONS-----+
| Output routed to Printer: local
|
| ( VIEW REPORT ) View report in OUTPUT WINDOW.
|
| PF Keys for OUTPUT WINDOW;
| MISC: PF3 -End View (RETURN) PF5 -Rfind
| SCROLL: PF7 -Up PF8 -Down PF10-Left PF11-Right
| PF19-Top PF20-Bottom
|
| ( PRINT REPORT ) Access PRINT REPORT Screen, where you may
| specify number of copies and printer id.
|
| ( RETURN ) Report will be deleted.
+-----+
```

User Response: Tab down to the printer where you want to route your output and type an X on the blank next to the printer name. If you want to route your output to another printer, type in the remote number or printer lterm number on the blank labeled Printer ID. After selecting a printer, tab down to the number of copies and type in the number you desire (the default is 1). Tab down to Submit Print Request or Cancel Print Request (if you want to cancel it) and press [enter]. This will take you back to the Report Options Screen as displayed below.

User Response: Your cursor will be on the Return option where you can press [enter] to delete your output and return to the Contract Number Screen where you can either enter in another contract number or tab to the Quit button and press [enter]. This will take you back to the Supplemental Agreement Program Menu Screen where you can tab to the Exit button and press [enter]. Continue to select Exit to get out of CARS.

#### Security Clearance and Questions

Anyone can run reports but you must have authorization to edit data in this system. To obtain authorization, please contact Kathy Lovett at CN982KL ((850) 414-4139/SC 994-4139) or Quinton Tillman at CN982QT ((850) 414-4156/SC 994-4156) with the following information:

USERID

TITLE

DISTRICT

FIRST NAME

LAST NAME

PRINTER ID

This should be sent from your supervisor. If you have any comments or suggestions, please let us know.

## CHAPTER 2

### Section 2-9 Contractor Non-Compliance System

To enter information into the Contractor Non-Compliance System you must select option 16 from the CARS menu as shown below.

```
USER: CN982JJ                      DATE: 08/26/98
LAST OPTION EXECUTED: 17             TIME: 4:20 PM

      C A R S   M A I N   M E N U

1 - CONTRACTOR PAST PERFORMANCE      2 - CONTRACT CLAIMS TRACKING
3 - SPECS (CENTRAL ONLY)             4 - DELINQUENT CONTRACTS
5 - INVOKE SAS INTERACTIVELY         6 - INVOKE CRS MASTER MENU
7 - LPO/TRAVEL TRACKING (CENTRAL ONLY) 8 - CONTRACT FAINS TRACKING
9 - PRODUCE CONTRACT CONDITION REPORTS 10 - CONTRACT CHANGE TRACKING
11 - QUALIFIED PRODUCTS LIST          12 - CONTRACTOR SUSPENSION
13 - CARS DCP MENU                   14 - TRAINING REPORTS/TRACKING
15 - SUPPLEMENTAL AGREEMENT TRACKING  16 - CONTRACTOR NON-COMPLIANCE
17 - CONTRACTOR DEBARMENT            18 - REJECTED PRESTRESS
19 - CHANGE CURRENT PASSWORD          X - EXIT CARS

ENTER OPTION NUMBER ==> 16
```

After entering the option number as 16 press the <ENTER> key and the following menu will appear:

```
MENU1
COMMAND ==>

      W O R K   H O U R S   N O N - C O M P L I A N C E

      M A I N   M E N U

      C H O O S E   O N E   O F   T H E   F O L L O W I N G :

1 - EDIT NON-COMPLIANCE FILE
2 - PRINT NON-COMPLIANCE RECORD
3 - PRINT NON-COMPLIANCE REPORT
4 - PRINT CONTRACTOR AND SUB REPORT
5 - PRINT NON-COMPLIANCE SUMMARY REPORT

X - EXIT NON-COMPLIANCE SYSTEM

ENTER SELECTION HERE ==>1
```

To **Add** or **Update** an entry in the database select option **1** from the menu shown above and then press <ENTER>.

After pressing the <ENTER> key the following screen should appear:

```

-FSEDIT MYLIB.NONCOMP-----OBS 1 SCREEN 1
COMMAND ==>
NOTE: THIS APPLICATION USES 2 SCREENS.
Prime Contractor: 59-2163377      Sub Contractor: 59-2582822
THOMAS MARINE CONSTRUCTION, INC.   TRAFFIC CONTROL PRODUCTS OF FL, INC
8999 HIGH COTTON LANE              5514 CARMACK ROAD
FT. MYERS, FL 33905                TAMPA, FLORIDA 33610-9416

District: 1      State Project No: 06000-3603      F.A.P. No: BRO-0001-(53)
The SUB Contractor payroll listing for the week ended 05/30/98 contains the
following listed violations occurring during this payroll period:
                                Tot. Hours Add. Gross
Employee's Name      Violation      Improperly Wages
(L. Name & Initials) Code Date Days Paid Due Penalty Total
GONZALES, M. A.      4 05/29/98 1 1.75 $0.16 _____ $0.16
SPANN, W. C.         4 05/19/98 1 1.75 $1.86 _____ $1.86
_____-_____
_____-_____
_____-_____
_____-_____
=====
Date: 06/17/98                               Totals:          $2.00          $0.00          $2.02
PF1=HELP                      PF5=REPEAT LOCATE COMMAND                      PF11=SCREEN 2
PF3=END    PF6=DUP RECORD    PF7=PREVIOUS RECORD    PF8=NEXT RECORD    PF9=ADD RECORD

```

It should be noted that information is presented in a two screen format and when you first enter the upper part of the screen is displayed. To view the lower part of the screen, the portion not currently visible, just press the **<PF11>** key.

The lower portion of the screen is as follows

```

-FSEDIT MYLIB.NONCOMP-----OBS 1  SCREEN 2
COMMAND ==>
Comments:

MINIMUM WAGE RATE FOR LABORER ON THIS PROJECT IS $6.69 AND A CRANE OPERATOR IS
$12.56 PER HOUR. MR. GONZALEZ WAS PAID $6.60 PER HOUR AND MR. SPANN WAS PAID
$12.56 PER HOUR, RESPECTIVELY. PLEASE SUBMIT A CORRECTED PAYROLL AND COPIES OF
THE CHECKS PAYING MR. GONZALES $.16 (CENTS) AND MR. SPANN $1.86 THAT IS DUE TO
THEM. THIS MUST BE SUBMITTED WITHIN TWENTY (20) CALENDER DAYS WITH A CHECK COPY

PF1=HELP                PF5=REPEAT LOCATE COMMAND                PF10=SCREEN 1
PF3=END  PF6=DUP RECORD  PF7=PREVIOUS RECORD  PF8=NEXT RECORD  PF9=ADD RECORD

```

The following describe the PF Keys and what action is taken by pressing each of them.

- |            |  |
|------------|--|
| <b>PF1</b> | Pressing this key will display <b>Help</b> for using the SAS system and would not normally be used by the user.                                      |
| <b>PF3</b> | Pressing this key will <b>End</b> the current edit session and redisplay the previous menu.  |
| <b>PF5</b> | Pressing this key will <b>Repeat</b> the <b>Locate</b> command that was previously entered by the user. To use the Locate feature see section below. |
| <b>PF6</b> | Pressing this key will <b>Duplicate</b> the current record. This can be helpful in entering data into the  |



system if current record being reviewed contains much of the same information as the new record which is to be added. Caution, pressing this key will cause another record to be entered into the database and if no changes are made to uniquely identify it, each of the duplicated records will appear as separate entries.

- PF7** Pressing this key will display the **Next** record in the database.
- PF8** Pressing this key will display the **Previous** record in the database.
- PF9** Pressing this key will **Add** a blank record to the database in which the user can enter data.
- PF11** Pressing this key will switch the display between the Upper and Lower portion of the screen.

#### Add a Record

To add a record the user can select one of two methods.

##### ***Method 1 - Adding a Blank Record***

After displaying the edit screen, press the <PF9> to add a blank record. Once it is displayed then enter data into all the fields as necessary. After entering all data all other key operations can be performed just as though you had just entered the system.

##### ***Method 2 - Duplicating Current Record***

After displaying the desired record (see Locate a Record below), press the <PF6> key to duplicated the current record being displayed. Once record has been duplicated (this can be noted by the OBS number shown in the upper right portion of the screen) the user can then change appropriate information to make this record unique.

The date fields should be entered in Month, Day and Year format without the 'slashes' (example: June 23, 1998 would be entered as 062398. The system will format the date correctly if it is entered in this fashion.

The dollar amounts fields should be enter without the dollar sign (\$) or commas and the system will format the correctly. (Example \$103,278.65 would be entered as 103278.65)

#### **Locate A Record**

To locate a record in the database one of two methods can be used.

##### ***Method 1 - Locate by Financial Project ID (Old State Project Number)***

To locate by Financial Project ID enter the following on the command line:

**L 'fin proj ID'** and then press the <ENTER> key

Note: Financial Project ID (Old State Project Number) must be enter surrounded by single quotes.  
Example L '20758415201'

If there are multiple records for a given Financial Project ID then you can press <PF5> to repeat the locate command in effect displaying the next record that meets the locate criteria.

### ***Method 2 - Locate by Observation Number***

The SAS programming language that was used to develop this tracking system has a built in feature that assigns an “Observation Number” to each record entered. If you know the observation number of the record you want to display, you can enter that number on the **Command Line** and then press <ENTER>. You will then be taken directly to that observation number and all PF keys are functional just as though you had just entered the system from the menu.

## **Printed Reports**

Several standard output reports of the data entered has been provided. These reports can be accessed from the Non-Compliance Menu Screen. The following options are available.

- |                                   |  |
|-----------------------------------|--|
| 2 - Print Non-Compliance Rec.     | This will print just the information entered for a single entry in the database. You must know the observation number in order to use this option. |
| 3 - Print Non-Compliance Rpt.     | This will print a summary information on all non-compliance records for a given criteria entered by the user.                                      |
| 4 - Print Contractor and Sub Rpt. | This will print a summary of all information for a given contractor or subcontractor.  |

## **How To Know the Observation Number**

Once you have added a new record by either method described above, you can determine what the observation number is by pressing the <PF7> key to move to the ‘Previous Record’ and then press <PF8> to move back to record just entered. Look in the top right corner of the screen and the observation number will be displayed next to the field **OBS**.

## **Exiting the Non-Compliance System**

To exit the Non-Compliance System you terminate any add/edit session that you are end by pressing the <PF3> key. This will return you to the Non-Compliance System Menu. From here you just enterd **X** at “Enter Selection Here ==>” and then press <ENTER>.

## CHAPTER 2

### Section 2-10 Contractor Debarment System

#### CARS Menu Option 17

```
COMMAND ==>

                DEBARRMENT SEARCH UTILITY

    This utility searches the Florida Debarred Contractors List,
    the federal List of Parties Excluded From Federal Nonprocurement
    Programs and the Florida Suspended Contractors list. This search
    is put in place to insure that F.D.O.T. does not do business with
    companies or individuals who are debarred.

    1. Search For Company Names.
    2. Search For purchasers of bid packages (Letting date).
    3. Check job status(TSO IOF).
    4. Run Multi search option

                Press PF3 to exit the program

=====
                F.D.O.T. / Market Analysis Office
    If you have any problems or questions about using these programs
    please call WINFRED LANGLEY   Suncom 278-6281.
=====
```

#### CARS Menu Option 17 - SubMenu Option 1

```
COMMAND ==>

    This function searches the Florida Debarred Contractors List,
    the Florida Suspended Contractors list and the federal List of Parties
    Excluded From Federal Nonprocurement Programs. The Program searches for
    words found in the company's or individual's name. If you wish to narrow
    the search, type words found in the name into the individual fields
    below.   Example : to find Archer Western type Archer into field1 and
    Western into field2.

    WARNING!!!! Do not embed a quote in the search names.
    Example: Charlie's

    _____
    _____

                Press PF3 to submit program.

    To exit the program without submitting type CANCEL on the
    command line and press the ENTER key.
```

## CARS Menu Option 17 - SubMenu Option 2

```
+-----+
| COMMAND ===>
|
|   The perspective bidders for each letting are loaded into a file within
|   the BAMS database. This data is loaded the night before the letting. This
|   program accesses the list of bidders from BAMS and then searches the
|   Florida Debarred Contractors , List of Parties Excluded from
|   Nonprocurement Programs (Federal), and The Suspended Contractors List.
|
|       Fill in the field below and press the PF3 key.
|               MMDDYY
|               |||||
|   Desired Letting Date  _____
|
|   To exit the program without submitting type CANCEL on the command
|   line and press the ENTER key.
+-----+
```

## CARS Menu Option 17 - SubMenu Option 4

```
COMMAND ===>

      (MULTI SEARCH OPTION)
      This is the multi search option of the debar search programs.
      What you are doing here is editing or creating a data file containing
      company names you wish to search the databases for.

      1. Build a library for permanent storage of search records.
      2. Create a new search file in your library.
      3. Edit an existing search file in your library.

      4. Run a search against an existing search file in your library.

      5. TSO IOF(Check job status).

      6 ... Directory
```

## **CHAPTER 2**

### **Section 2-11 Contractor Suspension Affiliate Tracking**

In addition to our Contractor Suspension Report, you may need to acquire additional information for the affiliates of a particular contractor by its Vendor Number. The instructions go as follows:

You need not be logged on TSO. If you are, type in the word "logoff" at the ready prompt and press enter key.

Once you are logged off type in the words "L ims" and press the enter key. You are now logged on IMS (Information Management System).

Press F2 key or clear key to clear your screen.

Type in "CCQTSOIA 00 VENDOR NUMBER" press enter key.

Example: "CCQTSO1A 00 VF591954885002" press enter key. You can now see listings of affiliates. Look on Column 2 next to the left of the contractor name. Letter "A" indicates an affiliate to the Primary Contractor, otherwise contractor has no affiliates. Look on the lower bottom screen, if the words "Inquiry Complete" appear, it indicates end of the report, otherwise you may inquire more data by pressing PA1 key to advance to the next page. You cannot page back once you advance your page.

To see affiliates per new/same Vendor, Repeat from Step 3.

To exit IMS, press F2 key or clear key, then type in "/RCL" and press enter key.

## CHAPTER 3 - IMS Transactions

### Section 3-1 Construction Reporting System (CRS)

1. Once logged on to IMS, type **CRSTS01A Project #** (9 digit project number with the dash) and press ENTER - this transaction displays the cost center, current date, current time, contract number, status, contractor name, engineer in charge, resident office, specification year, original calendar days, present calendar days, days used, % used, total time extensions before completion, total time extensions after completion, inspection FAO (federal aid ?) contract dates which include executed, work order, time began, work began, suspended, resumed, project completed, conditional acceptance, completed, certified, passed, paid off, last estimate, for 00 weeks, and letting. It also displays the wpitemno, all job numbers (project numbers) for that wpitemno, original \$ amount, present \$ amount, regular \$ work, earn, wrar, and 3 remarks lines.
2. Once logged on to IMS, type **CRSTS03A** and press ENTER - this transaction tells you if all the districts have completed running their estimates for the month.
3. Once logged on to IMS, type **CRSTS04A CC#** (3 digit cost center number) and press ENTER - this transaction displays the date, time, resident office, cost center number, engineer, mailing address, location, telephone number, contract number, 1st job number, ITS wpitem number, current status, date of, work days, % used, contract amount, % earned, and estimate complete.
4. Once logged on to IMS, type **CRSTS05A Project #** (9 digit project number with the dash) and press ENTER - this transaction displays a summary list of past estimates for this job. This list contains the date, time, page number, contract number, job number, present job amount, estimate number, date of estimate, amount payable this estimate, regular work to date, \$ percent, extra work to date, and retainage to date.
5. Once logged on to IMS, type **CRSTS06A Project #** (9 digit project number with the dash) and press ENTER - this transaction displays a list of supplemental agreements for the contract that has the 1st job that you typed in on the transaction line. This list contains the supplemental agreement numbers, supplemental agreement dates, date the funds are approved, date approved, amount of change, days accrued, days granted, extra work, and supplemental agreement codes.
6. Once logged on to IMS, type **CRSTS16A Project #** (9 digit project number with the dash) **YYMMDD** (supplemental agreement date) and press enter - this transaction displays the contract number, first job number, supplemental agreement number, supplemental agreement date, amount of change, date funds approved, date agreement approved, days accrued, days granted, estimated extra work, S.A. description code, avoidable/responsible party, cost recovery information, claim/extend information. The fields that can be updated are date funds are approved, date agreement approved, days accrued, days granted, estimated extra work, S.A. description code, avoidable/responsible party, cost recovery review initiated, and claim/extend limits.
7. Once logged on to IMS, type **CRSTS20A Contract #** (5 digit contract number) **SA#** (2 digit supplemental agreement number) and press ENTER - this transaction displays the current date, current time, date of supplemental agreement, supplemental agreement number, contract number, contractor name, resident office, engineer in charge, job number, county, FAP number, WPI number, local name, sequence number, item number, unit of measure, new price, new quantity, change, \$ amount of change, net amount of changes. By pressing PF10 from this screen, you will receive item descriptions on this contract, supplemental agreement.

8. Once logged on to IMS, type **CRSTS90A** (follow the card layout in the CRS manual here) and press ENTER - this transaction displays the card information for the record (see the card layout in the CRS manual).
9. Once logged on to IMS, type **CRSMO400** and press ENTER. Fill in the cost center (required), contract number (required), job sequence number (required), item id (required), adjustment letter (optional), supplemental agreement number (optional), and date of supplemental agreement (optional).
10. Once logged on to IMS, type **CRSTS07A** *letting month* (mm/dd/yy) and press ENTER. This transaction displays the contract number, 1st job number, cost center number, and new status.

## CHAPTER 3

### Section 3-2 Contract Administration System (CAS)

1. Once logged on to IMS, type *CASTS01A Contract #* (5 digit contract number) and press ENTER - this transaction displays the current date, current time, contract number, 1st job number, wpitemno, how many jobs are on the contract, contract class, calendar days, specification year, letting date, date withdrawn, date rejected, date awarded, date award cancelled, date executed, date execution was cancelled, date approved, how many bids were received, contractor number, contract amount, group number, bond holder, cost center, and work order date.



## CHAPTER 4 - Final Estimates Programs

### Section 4-1 UnPaid Bills

#### FLORIDA DEPARTMENT OF TRANSPORTATION

#### OFFICE OF ESTIMATES

#### UNPAID BILLS INQUIRY SYSTEM

In order to provide a means for Final Estimates personnel to store, manage and report on data relating to unpaid bill claims, Engineering Support Services has developed a menu driven data entry and reporting system that provides easy access to current and historical State project claim information.

To access the system you must have a valid TSO userid and be granted authority to access the system menus. Some users will be granted update authority while others will only be able to read the database.

### ACCESSING THE SYSTEM

#### STEP 1 - LOGON to TSO.

METHOD 1: Direct TSO access.

- o At the **DOTNET** screen **type TSO** and press **ENTER**.
- o Enter your **userid** and press **ENTER**.
- o Enter your **password** and press **ENTER**.
- o At the Master Application Menu, **press PF3** to exit to the TSO READY Prompt.

METHOD 2: TSO through the SUPSESS facility.

- o At the **DOTNET** screen, type **SUPSESS** and press **ENTER**.
- o Enter your **userid** and press **ENTER**.
- o Enter your **password** and press **ENTER**.
- o Place the **cursor** beside the **TSO** option and press **ENTER**.
- o At the Master Application Menu press **PF3** to exit to the TSO READY prompt.

STEP 2 - At the **READY** prompt type **EST** and press **ENTER**. This will make the proper allocations for accessing the Estimates Command Library. The READY prompt will reappear.

STEP 3 - Type **FEUNPAID** and press **ENTER**. The Block Menu on the following page will appear.

**\*\* NOTE:** You may get a message warning you that a SASUSER profile does not exist. If so, one will be created for you. This only occurs the first time you access the system. Also, in TSO when you see **\*\*\*** , this is a pause. Press ENTER to continue.

## **SPECIAL NOTES:**

**DISTRICT/TURNPIKE USERS** - If you are a District or Turnpike user, you will only have access to edit data that has been entered by your district. You may however report on all claim data. Central Office has master access to all data. If you need information on a claim that is not being maintained by your office, please contact Central Office Final Estimates Administration Staff.

**CONTRACT NUMBER FLAG '\*'** - Contracts that are being maintained in Central Office are flagged with an '\*'. District users will only be able to edit Contracts entered in their District. If you need any information on another Contract, contact Central Office.

**DATES** - All dates will be formatted in MM/DD/YYYY format. You may enter them as 01/01/1993 or 01011993. If you choose the latter, when the enter key is pressed or an PF key is pressed, it will be formatted automatically. This is true throughout the system.

**DOLLAR FIELDS** - All dollar amount fields are formatted in DOLLAR format (for example \$0,000.00). After entering a value and pressing ENTER or a PF key the value will be displayed appropriately. **IMPORTANT:** Be careful how you enter these fields. For example, if you enter 10, it will become \$00.10 (10 cents). If you enter 10.00 or 1000 it will become \$10.00 (ten dollars). You may enter the exact figure \$10.00 if you wish.

**SELECTION LIST** - Throughout the system there are selection lists for Contractor/Vendor information (ie. names and vendor numbers). It is considered to be the "short version" of the name and may contain some truncated characters.

**SEARCHING USING THE FIND COMMAND** - From time to time it may be necessary to perform searches either during an edit session or especially while using the Selection Lists (see page 6). To do this you can use the **FIND** command. The **FIND** command finds and displays an observation meeting certain criteria. When editing, specify the criteria as follows:

**FIND (F for short) VARIABLE COMPARISON OPERATOR VALUE**

where VARIABLE = SAS variable name (place cursor on field and press PF1 to see the SAS variable name)

COMPARISON OPERATOR = one of the following, =, 1=, >, >=, <, <=, EQ, NE, GT, GE, LT, LE

VALUE = a valid value for the variable.

EXAMPLE: FIND CONTRNUM = '12345' **Note:** Use quotes (') if the value is a character string (\$char.).

When searching through a Selection List, specify the following:

**FIND (F for short) VALUE**

where VALUE = a valid value for the item in the selection list the value can all or part of the string.

EXAMPLE: FIND 'AJAX' or FIND 'AJAX PAVING' **Note:** Use quotes (') if the value is a character string (\$char.).

For additional help with the FIND command, type HELP FIND on the command line or reference the SAS/FSP manual.

**SYSTEM MESSAGES** - You may from time to time receive messages in the upper left hand corner of the screen. This area is used to notify you that an invalid entry was made, provide instructions, some task is occurring, the information does not exist or that the program is processing.

## **PRIMARY MENU**

The following sections will explain each block option. To select an option, place your cursor on the block and press ENTER. If you have mainframe mouse capability, you may click on your selection and achieve the same results.

### **OPTION 1 - EDIT FILE**

The Unpaid Bills Inquiry system provides an option to edit the database contents in "full screen mode". If you select this option the following screen appears.

Contract number: ____ job number: ____ - ____
Project id: _____
District: __ county: __
Primary contractor vendor number: _____ (enter ? for a list)
Vendor name: _____
Is the claim against the primary contractor (y or n): _
Company claim is against: _____
(Enter ? for a list)
Company making claim: _____
Date received: (mmddyyyy) _____
Amount of claim: _____
Complaint resolution status: _____
(R)esolved (u)nresolved

On the following page is a brief description of each field, its variable name/format and any other special handling which it requires. Below is summary of PF key definitions.

**PF1** - FSEDIT Help

**PF3** - Ends the edit session and saves all changes

**PF4** - Creates a New record with defaults set and blank fields

**PF5** - Delete a record.

**PF6** - Duplicates the current displayed observation

**PF7** - Scrolls back through the data base

**PF8** - Scrolls forward through the data base

**CONTRACT NUMBER** - (CONTRNUM - \$CHAR5.) FDOT Contract Number

**JOB NUMBER** - (JOBNUM - \$CHAR10.) consist of (JOBPART1 - \$CHAR5. and JOBPART2 - \$CHAR4.) FDOT Project Number.

**PROJECT ID** - (FINPROJ - \$CHAR14.) NEW "One-Number" field which replaces the Job Number.

**DISTRICT** - (DISTRICT - \$CHAR2.) FDOT District Number. Two digits. For example, 02 = District 2. If you enter just 2, the system will add the leading 0 automatically. For District users this field is automatically set when adding entries and is protected. Central Office may enter records in any District. Turnpike is District 08.

**COUNTY** - (COUNTY - \$CHAR2.) FDOT County Number.

**PRIMARY CONTRACTOR VENDOR NUMBER** - (PRIMVEND - \$CHAR14.) Primary Contractor's Vendor Number. The fields value may be entered from the provided selection list or manually entered. See page 6 for more on selection list use.

**VENDOR NAME** - (PRIMNAME - \$CHAR40.) Primary Contractor's Name. If the vendor number (above) is taken from the selection list, this field is automatically entered. Otherwise the user must manually enter it's contents. See page 6 for more on selection list use.

**IS THE CLAIM AGAINST THE PRIMARY CONTRACTOR (Y OR N)** - (PRIMQUES - \$CHAR1.) This yes (Y) or no (N) field is used to identify if the claim is against the Primary Contractor and is used in reporting.

If (Y), the below CLAIMEE field is automatically set.

**COMPANY CLAIM IS AGAINST** - (CLAIMEE - \$CHAR40.) Company the claim is against. This may or not be the Primary Contractor. If a (Y) is placed in the PRIMQUES field, this field is automatically set. If not the user must manually enter it's value.

**COMPANY MAKING CLAIM** - (CLAIMANT - \$CHAR40.) Company making claim. This may or not be the Primary Contractor. The user may select from a selection list or manually enter the fields contents. See page 6 for more on selection list use.

**DATE RECEIVED** - (DATE - NUM 8. Format = MMDDYY10.) Date the claim was received. See Page 2 "Special Notes" on entering dates.

**AMOUNT OF CLAIM** - (AMOUNT - NUM 8. Format = DOLLAR14.2) Dollar amount of claim. See Page 2 "Special Notes" on entering dollar values.

**COMPLAINT RESOLUTION STATUS** - (COMRESST - \$CHAR10.) Complaint resolution status. This field is automatically set to UNRESOLVED when new records are added. This field can be changed to RESOLVED by entering an R in the first position. (UNRESOLVED - U )

## **USING SELECTION LIST**

Within the Unpaid Bills Inquiry system there are numerous occasions when the user is given the opportunity to utilize a "Selection List" as a means of entering new data into the system or specifying criteria while running reports. The list is accessed by placing a question mark (?) in the field and pressing enter. The list will include the entries that are available from the system. However, you may enter the values manually if the desired value is unavailable in the list. You may use the FIND command to locate a desired entry (see page 2 "Special Notes") or scroll through the list using PF7 and PF8. Instructions are included in the list window header and system message area (see page 2 "Special Notes").

### **Selection process during edit sessions is as follows:**

Place a ? in the field and press ENTER. Below is an example Selection List screen.

Place the CURSOR on a Vendor and Press Enter to Select.....
Select Data COMMAND ===>
PF7-PF8 to Scroll or use the FIND Command (PF5=RFIND), PF3 When Complete
ABCO INDUSTRIAL PAINTING AMERICAN DISTRICT TELEGRAPH COM A.L.A.D. CONSTRUCTION CO ABHE & SVOBODA, INC. AIMEE CONSTRUCTION COMPANY, INC AIRPORT MARKINGS, INC. AJAX CONSTRUCTION INC.

Follow the instructions provided. Use the FIND (Note: PF5 issues a repeat find command) or scroll through the list. Place the cursor on your selection and press enter (or click if mouse support is available) to select. An \* will appear next to the selection. Press PF3 and the value is entered into the field automatically.

### **Selection process during reporting sessions is as follows:**

Place a ? in the field and press ENTER. Below is an example Selection List screen.Follow the instructions

Place the CURSOR on a Contractor and Press Enter to Select.....

Select Data  
COMMAND ==>>

USE PF7 & PF8 TO SCROLL OR USE THE FIND COMMAND, (PF5 = RFIND)

VF382369567002 AJAX PAVING INDUSTRIES INC  
VF592554039002 AMERICAN LIGHTING &  
VF592871935002 ANDERSON COLUMBIA CO INC  
VF363285002001 ARCHER WESTERN  
VF363286318001 ARCHER WESTERN CONTRACTORS LTD  
VF591418285001 ASPHALT PAVERS INC  
VF650183589001 BALFOUR BEATTY CONSTRUCTION INC  
VF570880879001 BALLENGER PAVING CO INC  
VF591104806003 BERGERON LAND DEV INC BERGERON  
VF592319514002 BETTER ROADS INC.  
VF590558678001 BREWER CO OF FLORIDA INC  
VF591648567001 BULGER CONTRACTING CO  
VF591000981001 C A MEYER PAVING & CONSTRUCTION  
VF631070597001 CBC CONSTRUSTORS INC  
VF590855996002 CHADBOURNE EDWARD M INC  
VF650240625001 CMA CORPORATION

provided. Use the FIND (Note: PF5 issues a repeat find command) or scroll through the list. Place the cursor on your selection and press enter (or click if mouse support is available) to select. The value is entered into the field automatically. The primary difference here is that you only have to press enter and not follow with PF3.

## **OPTION 2 - PRINT OPTIONS**

This option provides a means of producing several reports. On the following page is the "Print Options Menu". Each report screen will provide the user flexibility in report criteria. Over the next several pages are example screens with instructions and references to example reports which are attached to this document.

## **ALL PRIMARY**

```

+-----+
Final Estimates Unpaid Bill Reporting

*****
** All Primary Report: This report produces a list of all    **
** claims against or under all primary contractors based on  **
** the selection criteria below.                             **
*****

STEP 1 => PLACE AN "X" BESIDE ONE OF THE GEOGRAPHIC OPTIONS BELOW:
      _ YOUR DISTRICT  _ ENTIRE STATE  _ DISTRICT

STEP 2 => PLACE AN "X" BESIDE ONE OF THE STATUS OPTIONS BELOW:
      _ RESOLVED      _ UNRESOLVED    _ BOTH

STEP 3 => ENTER A DATE RANGE (MMDDYYYY) FROM: _____ TO: _____

STEP 4 => PLACE THE CURSOR ON ONE OF THE OPTIONS BELOW AND
          PRESS THE ENTER KEY.

      (RUN )          (RETURN TO PREVIOUS MENU)
+-----+

```

Begin by placing an X next to a geographic area.

- o YOUR DISTRICT                      - All claims made in the user's District
- o ENTIRE STATE                      - All claims made in the State
- o DISTRICT                          - If you are a District user this field will reflect your district number. If you are a Central Office user, you may enter a specific District to report on.

Next, select a resolution status option.

- o RESOLVED                          - Complaint Resolution Status = RESOLVED
- o UNRESOLVED                      - Complaint Resolution Status = UNRESOLVED
- o BOTH                              - Both RESOLVED and UNRESOLVED

Finally, enter a date range (format = MMDDYY10.). If you want the entire file leave both fields blank.

- o FROM                              - Beginning date
- o TO                                - Ending date

PRESS (or click if mouse support is available) RUN or RETURN.

When complete the "Output Options Menu" will appear. (see page 14)

**(SEE ATTACHMENT A FOR EXAMPLE OUTPUT)**

## SELECT PRIMARY

### Final Estimates Unpaid Bill Reporting

\*\*\*\*\*

**\*\* Select Primary Vendor Report: This report will produce a list of \*\***  
**\*\* claims against or under a selected primary contractor. \*\***

\*\*\*\*\*

STEP 1 => ENTER THE VENDOR NUMBER BELOW:

\_\_\_\_\_ (Enter ? for List)

STEP 2 => PLACE AN "X" BESIDE ONE OF THE GEOGRAPHIC OPTIONS BELOW:

\_ YOUR DISTRICT \_ ENTIRE STATE \_ DISTRICT

STEP 3 => PLACE AN "X" BESIDE ONE OF THE STATUS OPTIONS BELOW:

\_ RESOLVED \_ UNRESOLVED \_ BOTH

STEP 4 => ENTER A DATE RANGE (MMDDYYYY)FROM: \_\_\_\_\_ TO: \_\_\_\_\_

STEP 5 => PLACE THE CURSOR ON ONE OF THE OPTIONS BELOW AND  
PRESS THE ENTER KEY.

(RUN ) (RETURN TO PREVIOUS MENU)

Begin by selecting a Primary Contractor using the selection list (see page 7 for more info) or manually entering the value.

Next, place an X next to a geographic area.

- |                                     |  |
|-------------------------------------|--|
| <input type="radio"/> YOUR DISTRICT | - All claims made in the user's District   |
| <input type="radio"/> ENTIRE STATE  | - All claims made in the State   |
| <input type="radio"/> DISTRICT      | - If you are a District user this field will reflect your district number. If you are a Central Office user, you may enter a specific District to report on. |

Select a resolution status option.

- |                                  |  |
|----------------------------------|--|
| <input type="radio"/> RESOLVED   | - Complaint Resolution Status = RESOLVED   |
| <input type="radio"/> UNRESOLVED | - Complaint Resolution Status = UNRESOLVED |
| <input type="radio"/> BOTH       | - Both RESOLVED and UNRESOLVED             |

Finally, enter a date range (format = MMDDYY10.). If you want the entire file leave both fields blank.

- |                            |                  |
|----------------------------|------------------|
| <input type="radio"/> FROM | - Beginning date |
| <input type="radio"/> TO   | - Ending date    |

PRESS (or click if mouse support is available) RUN or RETURN.



When complete the "Output Options Menu" will appear. (see page 14)

(SEE ATTACHMENT B FOR EXAMPLE OUTPUT)

## ALL CONTRACTOR

```
Final Estimates Unpaid Bill Reporting
*****
** All Contractor Report: This report produces a list of all **
** Contractors and claims against them based on the selection **
** criteria below. **
*****
STEP 1 => PLACE AN "X" BESIDE ONE OF THE GEOGRAPHIC OPTIONS BELOW:
        _ YOUR DISTRICT      ENTIRE STATE      DISTRICT
STEP 2 => PLACE AN "X" BESIDE ONE OF THE STATUS OPTIONS BELOW:
        RESOLVED      UNRESOLVED      BOTH
STEP 3 => ENTER A DATE RANGE (MMDDYYYY) FROM: _____ TO: _____
STEP 4 => PLACE THE CURSOR ON ONE OF THE OPTIONS BELOW AND
        PRESS THE ENTER KEY.
        (RUN )                      (RETURN TO PREVIOUS MENU)
```

Begin by placing an X next to a geographic area.

- o YOUR DISTRICT      - All claims made in the user's District
- o ENTIRE STATE              - All claims made in the State
- o DISTRICT              - If you are a District user this field will reflect  
your district number. If you are a Central Office  
user, you may enter a specific District to report on.

Next, select a resolution status option.

- o RESOLVED              - Complaint Resolution Status = RESOLVED
- o UNRESOLVED              - Complaint Resolution Status = UNRESOLVED
- o BOTH                  - Both RESOLVED and UNRESOLVED

Finally, enter a date range (format = MMDDYY10.). If you want the entire file leave both fields blank.

- o FROM                  - Beginning date
- o TO                    - Ending date

PRESS (or click if mouse support is available) RUN or RETURN.

When complete the "Output Options Menu" will appear. (see page 14)

(SEE ATTACHMENT C FOR EXAMPLE OUTPUT)

## ONE CONTRACTOR

```
Final Estimates Unpaid Bill Reporting
*****
** Select Contractor Report: This report produces a listing of all **
** claims against a selected Contractor based on the criteria below **
*****
STEP 1 => ENTER THE VENDOR NAME BELOW:
                                           (Enter ? for List)

STEP 2 => PLACE AN "X" BESIDE ONE OF THE GEOGRAPHIC OPTIONS BELOW:
         _ YOUR DISTRICT   _ ENTIRE STATE   _ DISTRICT

STEP 3 => PLACE AN "X" BESIDE ONE OF THE STATUS OPTIONS BELOW:
         _ RESOLVED       _ UNRESOLVED      _ BOTH

STEP 4 => ENTER A DATE RANGE (MMDDYYYY) FROM: _____ TO: _____

STEP 5 => PLACE THE CURSOR ON ONE OF THE OPTIONS BELOW AND
         PRESS THE ENTER KEY.
         (RUN )                      (RETURN TO PREVIOUS MENU)
```

Begin by selecting a Contractor using the selection list (see page 7 for more info) or manually entering the value.

Next, place an X next to a geographic area.

- o YOUR DISTRICT                    - All claims made in the user's District
- o ENTIRE STATE                    - All claims made in the State
- o DISTRICT                        - If you are a District user this field will  
reflect your District Number. If you are a Central  
Office user, you may enter a specific District to  
report on.

Select a resolution status option.

- o RESOLVED                        - Complaint Resolution Status = RESOLVED
- o UNRESOLVED                      - Complaint Resolution Status = UNRESOLVED
- o BOTH                            - Both RESOLVED and UNRESOLVED

Finally, enter a date range (format = MMDDYY10.). If you want the entire file leave both fields blank.

- o FROM                               - Beginning date
- o TO                                   - Ending date

PRESS (or click if mouse support is available) RUN or RETURN.

When complete the "Output Options Menu" will appear. (see page 14)

**(SEE ATTACHMENT D FOR EXAMPLE OUTPUT)**

## PRIMARY TABLE

### Final Estimates Unpaid Bill Reporting

```
*****
** PRIMARY CLAIMS TABLE: This report will produce a table that **
** indicates how many claims were made against or not against **
** Primary Contractors during the specified date range. **
*****
```

STEP 1 => Enter a date range (MMDDYYYY):

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Enter a date range (format = MMDDYY10.). If you want the entire file leave both fields blank.

- o FROM - Beginning date
- o TO - Ending date

PRESS (or click if mouse support is available) RUN or RETURN.

When complete the "Output Options Menu" will appear. (see page 14)

(SEE ATTACHMENT E FOR EXAMPLE OUTPUT)

#### PRINT OPTIONS HELP

Below is the contents of the Print Options Help.

From the Print Options Menu, you may select an option by placing the CURSOR on a block and pressing ENTER. You may use a mouse if one is available. You may receive another panel which provides the steps necessary to process the request.

1) **All Primary** - This option will generate a listing of ALL Primary Contractors and any claims under or against them.

2) **Select Primary** - This option will generate a listing of a SELECTED Primary Contractor and any claims under or against them.

3) **All Contractors** - This option will generate a listing of ALL Contractors and claims against them.

4) **Select Contractors** - This is option will generate a listing of a SELECTED Contractor and claims against them.

5) **Primary Table** - This option will produce a table that illustrates how many of the claims are against and not against each primary Contractor.

A "Desk Reference" manual is available from Central Office. To receive a copy, please contact one of the sources below.

If you need assistance with this system and/or procedures, please contact the Final Estimates Administrative Squad or Engineering Support Services at Suncom 277-4225.

## OUTPUT OPTIONS MENU

Below is the Output Options Menu.

### Output Options Menu

PF1 FOR HELP

- o To VIEW output, place the CURSOR below and press ENTER.

(VIEW REPORT)

VIEW Key Defs - PF3-End PF7-Back PF8-Forward PF10-Left PF11-Right

- o To PRINT, place an X beside an output destination.  
Enter the number of copies of the printed output ==> \_\_

Output Destination Remote Printer ID: \_\_\_\_\_ (ex: RMT8)

(RETURN TO MAIN MENU)

(SUBMIT PRINT REQUEST)

Below are instructions for printing and/or viewing the output. This information is also available in the on-line Help Option (PRESS PF1 while viewing this screen).

The Unpaid Bills Inquiry System provides you the opportunity to view the report generated or receive a hardcopy report, or both.

If your selection criteria is met successfully, you will receive the "Output/Print Options Menu". From here you may verify that your query was successful by selecting the VIEW OUTPUT option at the top of the screen. By placing the CURSOR on this field and pressing ENTER, you will receive a list of the report generated. To return, press PF3 (ONE TIME) or type END on the Command Line and press ENTER. You will return and be allowed to view again, print or exit.

If you choose to print, tab to "Other Output Destination" and enter a remote number.(EX: RMT8) Also, there is a place to enter the number of copies you like to receive. If you fail to enter this information, the system will prompt you to enter the number of copies desired. To release the report, place the CURSOR on the SUBMIT PRINT REQUEST push button and press the ENTER key. You may print the output or view it as many times as necessary. To EXIT place the CURSOR on the RETURN button and press ENTER. The system will assume you are finished and exit deleting the output.

### OPTION 3 - CON RESOLUTION (MASS CONTRACT RESOLUTION)

## Final Estimates Unpaid Bill Reporting

```
*****
** By entering a contract number below and pressing the RUN      *
** "push button" all records with that contract number will      *
** have the "Contract Resolution Status" changed to "Resolved"  *
*****
```

STEP 1 ==> ENTER THE FDOT CONTRACT NUMBER BELOW:  
(5 DIGIT (EX. 12345))

STEP 2 ==> PLACE THE CURSOR ON ONE OF THE OPTIONS BELOW AND  
PRESS THE ENTER KEY.

( RUN )

(RETURN TO PRIMARY MENU)

Enter a valid FDOT Contract number.

PRESS (or click if mouse support is available) RUN or RETURN.

When complete the "Output Options Menu" will appear.

#### **OPTION 4 - HELP**

Below is the contents of the General Help. (subject to change)

SYSTEM OVERVIEW: This system was written to assist the FDOT Final Estimates Office enter and report on Unpaid Bill Claims. The system provides a data entry panel for new and/or existing claims as well as reporting features. If you are a district user, you will only be able to work with data in your District. Central Office has access to all Contracts. There is also an option to resolve all of a Contract's Claims by entering the Contract Number one time.

From the Primary Menu, you may select an option by placing the CURSOR on a block and pressing ENTER. You may use a mouse if one is available. You may receive another panel which provides the steps necessary to process the request.

A "Desk Reference" manual is available from Central Office. To receive a copy, please contact one of the sources below.

If you need assistance with this system and/or procedures, please contact the Final Estimates Administrative Squad or Engineering Support Services at Suncom 277-4225.

#### **OPTION 5 - EXIT**

This option will return you to the TSO environment. To logoff TSO, be at the **READY** prompt and type **SO** (signoff) or **LOGOFF** and press **ENTER**.

If you have any questions or suggestions for improvement to this system, please contact Central Office Final Estimates Administration at SUNCOM 277-4225, (904)487-4225.

## **CHAPTER 4 - Final Estimates Programs**

### **Section 4-2 Condition Status Report**

To be included at a later date!



## **CHAPTER 4 - Final Estimates Programs**

### **Section 4-3 Miscellaneous**

To be included at a later date!

## **CHAPTER 5 - Engineering Programs**

### **Section 5-1 PC-CRS**

**To be included at a later date!**

## **CHAPTER 5**

### **Section 5-2 Engineering Menu**

To be included at a later date!

## **CHAPTER 5**

### **Section 5-3 Miscellaneous**

To be included at a later date!